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Éducation

Memoranda
Notes de service

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Memorandum to Directors and Superintendents
Elementary and Secondary School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Departmental Officials

Re Jewish Holiday on Opening Day of School

This year the date of the reopening of elementary and secondary schools, September 8, coincides with a Jewish high holy day, Rosh Hashanah. Consequently many Jewish pupils will not return to school until the second day of the fall term.

This information is provided to principals in order that they may take this fact into consideration in making arrangements for registration procedures and other opening day routines.

F. S. Rivers

Chief Director of Education

TORONTO 12, August 7, 1964

Note. This memorandum does not apply to private schools.

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1964-65:2
5500

Rec'd Aug 14

Issued also as
1963-64:79

ONTARIO
DEPARTMENT OF EDUCATION

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Prescriptions for Grade 12 Latin and Greek, 1964-65

The Principal is asked to pass this memorandum to the Head of the Department of Classics.

LATIN

SIGHT WORK forms an important part of the course. Teachers should endeavour to have the students read as many of the authors selections as possible at sight in order to increase their ability to read and to comprehend.

METRICAL READING AND SCANSION. Teachers should train their students to scan and to read in metre the Dactylic Hexameter.

One of the following texts, Selected Latin Readings (Dent) OR Gateway to Latin, Book IV (Gage) OR A Latin Reader for Canadian Schools (Copp Clark), will be used in the school year 1964-65.

For the school year 1964-65, teachers will make their own selections of Latin reading passages from any one of the above texts, provided that the passages chosen are not included in either Cycle I or Latin Prose Selections for Grade XIII or Cycle I of Latin Poetry Selections for Grade XIII.

Students should read not less than 250 lines of prose, including some Caesar and Cicero, and not less than 150 lines of poetry, including some Vergil. In addition, it is recommended that teachers have their students read approximately 100 lines (in any combination of prose and poetry) beyond those already mentioned above. Students should begin reading authors early in the Grade 12 year so that they may have the benefit of reading comfortably as many lines as possible.

Teachers are asked to incorporate their choice of reading passages in their courses of study (with numbers of lines clearly indicated) and to have these courses of study available in the schools in September, 1964.

(over)

GREEK

Prose: Students should read approximately 500 lines of prose. Any of the following books might be used:

Phillpotts and Jerram, Easy Selections from Xenophon

Phillpotts, Selections from Xenophon

Colson, First Greek Reader

Farnell, Tales from Herodotus

Edwards, Salamis

Poetry: Students should read approximately 300 lines from any book of the Iliad.

F. S. Rivers

Chief Director of Education

TORONTO 12, September 8, 1964.

1964-65:3
6000

ONTARIO
DEPARTMENT OF EDUCATION
44 EGLINTON AVE. W.
TORONTO 12

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re
1. Future Distribution of Memoranda
2. Reading of Memoranda
3. Teacher's Identification (Superannuation) Number
4. Lists of Teachers Requiring Inspection
5. Copies of Correspondence to District Inspectors
6. Fire Drill
7. Classification of Pupils

1. *Future Distribution of Memoranda*

"The Officials concerned with Secondary Education" as used in the title of this memorandum and in subsequent numbered memoranda will include Directors of Education, Superintendents of Secondary Schools, Secondary School Inspectors, Principals of Secondary Schools, Elementary School Inspectors, Secretaries of Secondary School Boards, Principals of Inspected Private Schools, and Departmental Officials. The Principals of Inspected Private Schools will note that not all the items in the memoranda are applicable to their schools.

2. *Reading of Memoranda*

Over a period of years the chief means of communicating information to secondary school staffs and officials has come to be the numbered memorandum. Sufficient copies of each are sent to every school and board that principals, teacher, and secretaries may be informed. Copies should be filed in folios in each staff room and the principal's secretary should ask the head of the department to initial the principal's copy whenever an item is included which concerns his department.

At the first staff meeting in each school in September, the principal is requested to reiterate to all his teachers and his secretarial staff that it is one of their duties to keep informed about memoranda issued to the schools. The principal, however, is the official whom the Department of Education holds responsible for application of changes affecting the instruction and internal administration in the school.

3. *Teacher's Identification (Superannuation) Number*

In the tens of thousands of active files of secondary school teachers in the Department a surprising number of exact name duplications occur. Many files are now listed by Teacher's Identification Number rather than by name to gain the advantages of modern filing procedures. Therefore, it is essential,

(1) that school secretaries complete each Teacher's Timetable with the Teacher's Identification (Superannuation) Number;

(2) that teachers insert their Teacher's Identification Number at the upper right-hand corner of any letter or form submitted to the Department.

4. *Lists of Teachers Requiring Inspection*

Teachers who expect to apply in the spring of 1965 for (1) permanent certificates, (2) endorsement of certificates, or (3) admission to Type A Seminars, the Secondary School Principal's course, or other courses, for which successful experience is required, should arrange with their principals at the beginning of September for inspection during the year if their names have not already been forwarded to the District or Municipal Inspector in the list of teachers requiring inspection. Requests which reach the inspectors in the spring term cannot always be fulfilled, especially if travelling time is involved.

[OVER]

5. *Copies of Correspondence to District Inspectors*

Principals and Secretaries of Secondary School Boards are requested to send to the District Inspector copies of their correspondence with officials of the Department of Education except when an inquiry is of a routine nature.

6. *Fire Drill*

Each principal is reminded to test the fire alarm system in his school at the commencement of the school year and to comply with Regulation 98, for Secondary Schools, (section 63), which requires fire drill,

(*a*) at least three times during the first term; and
(*b*) at least twice during the second term.

7. *Classification of Pupils, Academic or Vocational, for Grant Purposes*

(Repeated from Memorandum 1962-63:1)

It is important that secondary school pupils enrolled in Grade 9 under The Reorganized Programs of Study be classified correctly in the daily registers of attendance in order that the reports submitted for grant purposes may be consistent with the totals in the registers. The following policy should be adopted:

(i) Subject to (ii) and (iii) below, all pupils enrolled in

(*a*) the Business and Commerce Branch,
(*b*) the Science, Technology, and Trades Branch,
(*c*) the Occupational Program, or
(*d*) the special one-year courses in Business, Commercial Work, Technical Subjects, Home Economics, and Vocational Art leading to a Secondary School Graduation Diploma in the special field,

shall be classified as Vocational for grant purposes, provided that an Advisory Vocational Committee has been established.

(ii) For any board, the maximum number of Grade 9 pupils that may be classified as Vocational for grant purposes in any year is two-thirds of the Grade 9 enrolment.

(iii) A board whose secondary school enrolment is less than 200 may not appoint an Advisory Vocational Committee.

J. S. Rivers
Chief Director of Education

August 24, 1964

1964-65:4
6000

Exam. 1

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SEP 2 196

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re: Changes in the Grade 13 Departmental Examinations for 1964-65

The Principal is asked to bring this Memorandum to the attention of all teachers of Grade 13 classes.

1. The Minister of Education has directed that a copy of the Report of The Grade 13 Study Committee, 1964 be placed in the hands of each Grade 13 teacher, in order that teachers and students may be aware of changes which will affect their work during the current school year.

Copies of the Report have been sent to the schools in what are believed to be sufficient quantities. If additional copies are required they should be requested in a letter addressed to the Deputy Minister and dealing with that topic only.

2. The Minister and the University Matriculation Board have approved the changes for the school year 1964-65 as contained in Chapter 4 of the Report. Consequently, in their teaching during the year and in their preparation of candidates for the June examinations, Grade 13 teachers will be governed by the provisions contained in Recommendations Nos. 1 to 10 of the Report.

The Minister hopes that teachers will avail themselves of this opportunity to take a significant step toward making Grade 13 a truly educational experience and less of a cram year than it has been for many students.

3. Curriculum S. 8 Curriculum Bulletin, Announcement of Changes in the Courses of Study for Grade 13, Effective in the School Year 1964-65

In accordance with Recommendations Nos. 1, 2, and 30 of the Report, the Minister has arranged for the preparation of the above-mentioned booklet which (a) indicates the deletions of subject content for the Grade 13 examinations of 1965, and (b) outlines how teachers may make effective use of the three weeks of additional teaching time which will be at their disposal.

Copies are being sent to the schools in what are believed to be sufficient quantities to provide one for each Grade 13 teacher. Additional copies should be requested in a letter addressed to the Deputy Minister and dealing with that topic only.

(over)

4. Teachers will understand that it is not possible during the summer months to obtain decisions on all details of the recommended changes. Some of these decisions must await the first meeting, late in September, of The Supervising Board, which is responsible for the setting of the examination papers. In addition, problems as yet unforeseen will doubtless arise as plans are being made for the examinations.

Memoranda will be issued from time to time, if necessary, to give teachers and students any new information that they should have.

Pending final decisions, teachers of Art should proceed on the assumption that ten pieces of flat work produced in regular school classes during the school year 1964-65 will likely be required as part of the examination in that subject. Teachers of English and Français should assume that it will likely be necessary to submit pieces of written work in support of the teacher's estimate of each candidate's proficiency in writing.

W. R. Stewart

Deputy Minister

TORONTO 12, September 4, 1964

1964-65:5
10,000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM RE: CORRESPONDENCE COURSES

The Department of Education provides free Correspondence Courses in elementary and secondary school academic subjects.

Persons sixteen years of age and over who wish to enrol should request Circular C and Application Form C.

Parents wishing to enrol children under sixteen years of age should request Circular A and Application Form A.

CONDITIONS FOR ENROLMENT

A. CONDITIONS FOR ENROLMENT OF STUDENTS SIXTEEN YEARS OF AGE AND OVER

1. A resident of the province of Ontario who is not attending a secondary or private school may be enrolled in any of the secondary school courses offered. If he has not completed elementary school, he may be enrolled in the elementary school courses designed for adults.

2. A person normally resident in Ontario but temporarily living outside Ontario may be enrolled. This includes Ontario persons who are members of the Canadian Armed Services.

3. Any member of the Canadian Armed Services, no matter what his home province, may be enrolled when on duty outside Canada.

B. CONDITIONS FOR ENROLMENT OF STUDENTS UNDER SIXTEEN YEARS OF AGE

1. Any student living in Ontario, six years of age or over, and under the age of 16 years, who is unable to attend school for a period of three months or more may be enrolled in Correspondence Courses.

   If the student would normally be attending an elementary school and if distance from school is the reason for his non-attendance, the application must include a recommendation from the Inspector of the elementary schools of the area in which the student is living. If the student would normally be attending a secondary school, and if distance from school is the reason for his non-attendance, the recommendation may be from the local secondary school principal or elementary school inspector.

   If the student's reason for non-attendance is illness, the application must include a doctor's certificate stating the nature of the student's illness and probable duration of his absence from school.

2. A student normally resident in Ontario but temporarily living outside Canada and unable to attend a school in which the Ontario curriculum is taught may be enrolled.

COST

There is no fee for any of the academic Correspondence Courses. Lessons are supplied and corrected free of charge. Answer paper is provided free to all students and stamped envelopes for mailing lessons are provided for students living in Canada. Textbooks are lent free of charge to students enrolled in the elementary school courses for children, the elementary school bilingual courses, the elementary school courses for adults and in courses in Grades 9 and 10. Students must return the books in good condition when they either complete or discontinue the courses for which the books have been lent.

COURSES OFFERED

A. COURSES OFFERED FOR STUDENTS SIXTEEN YEARS OF AGE AND OVER

1. ELEMENTARY SCHOOL COURSES FOR STUDENTS SIXTEEN YEARS OF AGE AND OVER

Courses are available in Grade 7 and Grade 8 Arithmetic and in Adult English covering the work of the senior grades in elementary school. Students who complete these courses satisfactorily will be considered eligible to enrol in any Grade 9 subjects.

2. SECONDARY SCHOOL COURSES

The following table indicates the subjects in which courses are available. The only subjects offered are those listed in the table. All the subjects follow the Course of Study prescribed for the Five-Year Programme of the Arts and Science Branch.

GRADE 9	GRADE 10	GRADE 11	GRADE 12	GRADE 13
Eng. Comp.	Eng. Comp.	Eng. Comp.	Eng. Comp. (T)	Eng. (Comp.) (Lit.) (J)
Eng. Lit.	Eng. Lit.	Eng. Lit.	Eng. Lit. (T)	
History	History	World Hist. I (T)	World Hist. II (T)	History (J)
Geography	Geography	Geography I	Geography II (T)	Geography (J)
Mathematics	Mathematics	Mathematics I (T)	Algebra (T)	Algebra (J)
				Geometry (J)
				Trig. & Statics (J)
Science	Science	Physics (T)		Physics (J)
			Chemistry (T)	Chemistry (J)
				Botany (J)
				Zoology (J)
French	French	French	French (T)	French (Authors) (Comp.) (J)
	Latin	Latin	Latin (T)	Latin (J)

Note 1: In the courses not followed by a letter in parentheses no tests or examinations are required. A student who completes satisfactorily all of the lessons of any one of these courses with an average mark of at least 50% will be issued a certificate stating that he has completed the course. The Director of the Departmental Correspondence Courses may issue on request a Grade 10 Statement of Standing or a Grade 11 Statement of Standing to an eligible student.

Note 2: (T) indicates that three supervised tests must be completed in addition to the regular lessons of the course. The Director of the Departmental Correspondence Courses issues an official statement of Grade 12 standing in each test subject. He may also recommend eligible candidates for the Secondary School Graduation Diploma of the General Course.

Note 3: (J) indicates a subject in which the June Departmental Examination must be written for Grade 13 standing. The Director of the Departmental Correspondence Courses may recommend eligible candidates for the Secondary School Honour Graduation Diploma.

The 1965 June Departmental Examinations in Grade 13 English, French and Latin will be single papers. In English and French we shall require a student to enrol in both Composition and Literature (Authors). In Latin the one course covers both Authors and Composition. Students who have prior to 1965 obtained standing in either the Literature (Authors) or Composition paper of one of the languages concerned, but not in both, may complete their standing in the subject only by obtaining standing on the single paper, which will include both Literature (Authors) and Composition.

In June, 1966, there will be a single examination in Biology in place of the present separate examinations in Botany and Zoology. Students who have prior to 1966 obtained standing in either Botany or Zoology, but not in both, will be able to complete their standing in the subject only by obtaining standing on the single examination, which will include both Botany and Zoology.

B. COURSES OFFERED FOR STUDENTS UNDER SIXTEEN YEARS OF AGE

1. ELEMENTARY SCHOOL COURSES FOR STUDENTS UNDER SIXTEEN YEARS OF AGE

Courses are available for all grades from one to eight. Students who complete the work of one grade satisfactorily will be given a certificate of promotion to the next grade.

Courses are available in French and English for all grades from one to eight for French-speaking students who live in any area of Ontario in which French is used as a language of instruction in the elementary school by permission of the Minister of Education.

2. SECONDARY SCHOOL COURSES

The secondary school courses listed above are available to students under sixteen years of age. See page 2.

GENERAL INFORMATION

A. GENERAL INFORMATION FOR STUDENTS SIXTEEN YEARS OF AGE AND OVER

1. Courses for adults at the elementary school level and courses in Grades 9 to 12 may be commenced and completed at any time of the year, including July and August.

2. Grade 13 registration begins in September, and students must enrol before the middle of January. For the Departmental Examination in June, 1965, 25% of a student's final mark in a subject will be based on his year's work and 75% on the written Departmental Examination. For a Correspondence Course student the year's work will be judged on the number of lessons submitted and their quality.

   Any changes with respect to the Examinations which may be found necessary as a result of the report of the Grade 13 Study Committee of 1964 will be brought to the attention of Correspondence Course students from time to time.

   Grade 13 lessons are not marked during the summer months.

3. An adult is not required to complete all courses in each grade. He may select those which will give him the necessary background for what he wishes to achieve. In general, he must begin a subject at the level following the one at which he last obtained satisfactory standing. He may proceed with one subject through successive grades. English and Mathematics are considered basic subjects.

4. In all secondary school grades an adult should not request enrolment in more than three courses. If within a reasonable length of time he completes five or six lessons satisfactorily in each of these courses, he may request enrolment in additional courses.

   English Composition and English Literature are separate courses in each secondary school grade. A student must complete both English Composition and English Literature in one grade before proceeding with either English Composition or English Literature in the next grade.

5. The Correspondence Course in any subject in any grade is comparable in scope and difficulty to a course in the same subject and grade taken in school. A student should be prepared to devote one or two hours a day to each course in which he is enrolled.

6. The Mrs. Leon Adams Annual Award: Through the generosity of Mrs. Leon Adams of Brantford, a former student of this Division, an award of $25.00 will be made annually to the Grade 12 or Grade 13 student who in the opinion of the Director and staff of the Correspondence Courses has made an exceptional achievement during the school year. The first presentation of this award will be in August, 1965.

B. GENERAL INFORMATION FOR STUDENTS UNDER SIXTEEN YEARS OF AGE

1. A student under sixteen years of age may begin an elementary school Correspondence Course at any time of the year between September 1 and May 15. If he is in good health he should spend as much time on his studies each day as if he were attending school. By doing so he should be able to complete the work of a whole grade in one year.

2. In the secondary school Correspondence Courses, grades nine to twelve inclusive, an eligible student may be enrolled and begin work at any time of the year. A student who has been attending school until the end of the school year will not be considered eligible for enrolment until after September 1.

A secondary school student should allot at least one hour for concentrated study each day for each subject in which he is enrolled. He is expected to send in one lesson every week in each subject.

INFORMATION REGARDING DIPLOMAS AND STATEMENTS OF STANDING

1. SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

A Secondary School Honour Graduation Diploma will be granted on the recommendation of the Director of the Departmental Correspondence Courses to a candidate who has received tuition in the Grade 13 courses from the Departmental Correspondence Courses and has obtained Ontario Grade 13 standing in English (Composition and Literature) or in Français (Composition et Littérature) and in at least six other papers chosen from the following optional papers:

- English (as an option for a student who has standing in Français)
- History
- Geography
- Algebra or Mathematics of Investment
- Geometry
- Trigonometry and Statics
- Botany
- Zoology
- Physics
- Chemistry
- Latin
- French or Français
- German
- Greek
- Spanish
- Italian
- Russian
- Music
- Accountancy Practice or Secretarial Practice
- Art

Note: Only English (Composition and Literature) and the options underlined are offered by the Correspondence Courses Division. Each language counts as two papers.

2. SECONDARY SCHOOL GRADUATION DIPLOMA OF THE GENERAL COURSE

A candidate for the Secondary School Graduation Diploma of the General Course is required to have Grades 11 and 12 standing in the following:

Obligatory subjects:

- English
- History (World History, Part I; World History, Part II)

Optional subjects: any four or more of -

- Mathematics (Mathematics, Part I, or Geometry; Algebra)
- Science (Physics; Chemistry)
- Geography (Geography, Part I; Geography, Part II)
- French, German, Spanish, Italian, Russian
- Latin, Greek
- Commercial Work, Agriculture, Art or Music, Industrial Arts or Home Economics.

Note: Only the courses underlined are offered by the Correspondence Courses Division.

3. STATEMENT OF STANDING FOR GRADE 11 OF THE GENERAL COURSE

The Director of the Departmental Correspondence Courses may issue on request a Statement of Standing to an eligible student who discontinues his studies after completing satisfactorily the work of Grade 11 of the General Course or of Grade 11 of the Five-Year Programme in the Arts and Science Branch.

4. STATEMENT OF STANDING FOR GRADES 9 AND 10 OF THE GENERAL COURSE

The Director of the Departmental Correspondence Courses may issue on request a Statement of Standing to an eligible student who discontinues his studies after completing satisfactorily the work of Grades 9 and 10 of the General Course or of Grades 9 and 10 of the Five-Year Programme in the Arts and Science Branch.

The following are the subjects to be completed at the Grade 10 level:

Obligatory subjects:

- English
- History
- Geography
- Mathematics
- Science

ONE of: French, Latin, Greek,
German, Spanish,
Italian, Russian

Optional subjects:

ONE or TWO of:
an additional language:
French, Latin, Greek, German
Spanish, Italian, Russian
Art
Music
Industrial Arts or Technical subjects
Home Economics
Agriculture
Business Practice or Typewriting

Note: Only the courses underlined are offered by the Correspondence Courses Division.

5. Re: SUBJECTS NOT OFFERED BY THIS DIVISION

In Grades 9 to 13 a candidate who wishes to obtain standing in an optional subject not given through the Correspondence Courses Division should consult the Principal of a secondary school regarding the possibility of obtaining standing in that subject, either through evening classes or as a private-study candidate.

INFORMATION FOR APPLICANTS TEMPORARILY LIVING OUTSIDE CANADA

A. FOR STUDENTS SIXTEEN YEARS OF AGE AND OVER TEMPORARILY LIVING OUTSIDE CANADA

1. An applicant temporarily living outside Canada must give the name and address of a person in Ontario who will assume the responsibility of purchasing textbooks when necessary and forwarding books and lessons to the student.

2. A student sixteen years of age or over is required to submit his lessons for marking. The Correspondence Courses Division returns the marked lessons to the Ontario person whom the student has named as his liaison. It is the liaison's responsibility to forward them to the student. Experience has shown that under favourable mailing conditions even outstanding students rarely complete the work of a secondary school grade in a twelve-month period. Applications for enrolment in more than three courses will be accepted only under special circumstances.

B. FOR STUDENTS UNDER SIXTEEN YEARS OF AGE TEMPORARILY LIVING OUTSIDE CANADA

1. The parent must give the name and address of a person in Ontario who will act as liaison and assume the responsibility of forwarding books and lessons to the student.

2. A student under sixteen years of age temporarily living outside Canada who is enrolled in the elementary school grades is not required to send the lessons in for marking. Mailing difficulties are likely to prevent lessons submitted to this Division from being returned to the student in time for the teacher's comments and corrections to be of much help to him. It is recommended that the parent or guardian with whom the student is living assume the responsibility of marking his work.

3. A student temporarily living outside Canada who is enrolled in the secondary school grades is required to send the lessons in for marking. The Correspondence Courses Division returns the marked lessons to the Ontario person whom the parent has named as liaison.

   Parents who will be temporarily living outside Canada and who wish to enrol students in secondary school Correspondence Courses, should, if possible, make an appointment to see the Director.

GRADE 13 DEPARTMENTAL EXAMINATIONS FOR PERSONS LIVING OUTSIDE ONTARIO

When a person temporarily living outside of Ontario is accepted as a student in Grade 13 Correspondence Courses, this does not necessarily mean that he will be able to write Grade 13 Departmental Examinations where he is living. Although the Department of Education may establish Grade 13 Examination centres outside Ontario in the interest of individual students, these centres are established only at certain universities and then only if the university authorities are willing to provide satisfactory supervision. If such a centre is desired, a request for its establishment should be made to the Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, (not to the Director of Correspondence Courses) before March 1 of the year in which the examinations are to be written. The Registrar will consider the request and give the student information regarding the procedure to be followed.

VOCATIONAL COURSES

Canadian Vocational Correspondence Courses in a number of vocational fields, prepared with the co-operation of the Federal Government and in agreement with the Departments of Education of the other Provinces, are available to adults living in any part of Canada on the payment of a nominal fee. Information about these courses may be obtained by writing to the Director, Correspondence Courses Division, Ontario Department of Education, 559 Jarvis Street, Toronto 5, Ontario.

The Canadian Vocational Correspondence Courses have been prepared primarily for tradesmen. Completion of any of them does not give standing towards a Secondary School Graduation Diploma.

REQUESTS FOR APPLICATION FORMS

Requests for application forms may be referred to the Correspondence Courses Division, Department of Education, 559 Jarvis Street, Toronto 5, Ontario.

F. S. Rivers

Toronto, September 28, 1964.

F. S. Rivers,
Chief Director of Education

1964-65:6

5500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Elementary and Secondary School Inspectors
Principals of Inspected Private Schools
Secretaries of Secondary School Boards
Departmental Officials

Re Scholarships for Study Outside Ontario, 1965-1966

Principals and Inspectors are asked to bring the Department of Education Scholarships for Study Outside Ontario to the attention of teachers, both elementary and secondary, who may be interested.

The courses of study to be followed by the recipients shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Minister.

The awards will be made upon the following conditions:

1. The regulations provide for 4 Scholarships, each of $2000 per annum, for one year and payable in 2 instalments of $1000. A Scholarship shall not be renewable.
2. An applicant shall hold a degree from an Ontario University and an Ontario teaching certificate, and shall be a resident of Ontario.
3. An application for a Scholarship must be made in writing and must be supported by evidence of academic and professional standing, of general fitness to undertake post-graduate study, and of the School Board's willingness to grant leave of absence if the Scholarship is awarded. The applicant shall state the course of study he proposes to pursue. No uniform application form is provided.
4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service, the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.
5. A teacher who wishes to apply for a Scholarship should write to the Registrar of the Department for a copy of the Regulation regarding Scholarships for Study Outside Ontario.
6. Applications shall be submitted to the Deputy Minister of Education, 44 Eglinton Avenue West, Toronto 12, on or before December 31, 1964. The awards will be announced prior to February 4, 1965.

F. S. Rivers
Chief Director of Education

TORONTO, September 8, 1964

964-65:7
5500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

Memorandum to Directors and Superintendents
Elementary School Inspectors
Principals of Secondary Schools
Secretaries of Elementary School Boards
Secretaries of Secondary School Boards

Re Additional Days for Grant Purposes under Section 5(c) of The Department of Education Act

At the Second Session of the Twenty-Seventh Legislature, Subsection (c) of Section 5 of The Department of Education Act was amended so that, for the purpose of calculating legislative grants, the Minister may add to the actual aggregate attendance of a school the number of days attendance lost by pupils "who were absent from school because of a failure of transportation arrangements caused by inclement weather, or the closing of one or more classrooms caused by inclement weather, fire, flood or the breakdown of the school heating plant or a similar emergency which, in the opinion of the Minister, was unavoidable."

Under previous legislation, the Department of Education was able to accept applications for additional days for grant purposes only when the school plant itself was inoperative because of fire, flood or the breakdown of the school heating plant or a similar emergency which, in the opinion of the Minister, was unavoidable. This has now been extended to include pupil absences and closing of schools because of failure of transportation arrangements caused by inclement weather.

The procedure which has been followed heretofore for obtaining the Minister's approval of additional days for grant purposes under Subsection (c) of Section 5 of The Department of Education Act will remain unchanged. Applications under this Subsection of the Act shall be submitted in accordance with the instructions on Form 94, School Year and Holidays 1964-65. (The application should give the name of the board, the name of the school, the date or dates of closing, the number of pupils on the roll, and the reason for closing. Elementary-school principals will apply through the inspector; secondary-school principals will apply to the Deputy Minister of Education.)

F. S. Rivers

Chief Director of Education

Toronto 12, September 8, 1964

1964-65:8
5500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Supervision of Teachers-in-Training who attended first summer courses in 1964 towards a basic teacher's certificate.

The number of graduates of (1) the Initial Summer Course leading to the Interim High School Assistant's Certificate, Type B, and (2) the first summer courses leading to the Interim Vocational Certificate, Type B, and the Interim Occupational Certificate, Type B (Practical Subjects), who are beginning teaching in secondary schools this September, is again greater than in the preceding school year.

From the detail of the reports on lessons observed, submitted in the spring by the Principals who have the responsibility of the in-service training of these young men and women, it is evident not only that the vast majority of these summer course graduates are approaching their work with intelligence and industry, but that in most cases the Principals are living up to their added responsibilities in a most conscientious and effective manner. This is being done, in some instances at least, under the handicap of a heavy teaching programme. The reporting of ten lessons is to be continued wherever possible. In no case will a report on fewer than six lessons, even for the best student-teacher, be accepted.

As was suggested in memoranda of former years, it is hoped that the Principal (or Vice-Principal) will be able to observe a variety of types of lessons. Not all of these need be formal lessons in which the pupils are being tested orally. The nature of the lesson will depend upon the subject being taught and the lesson topic. It may be one of a series of related lessons covering a unit of work. Whatever form the lessons may take, Principals should try to help beginning teachers to correct their common tendency to tell the pupils too much and to relieve the class of responsibility for taking an active part. Helpful suggestions should be given for the improvement of teaching methods, class management, organization, and other phases of school work. Comments on the lessons observed should be made in writing and discussed with the teacher-in-training. If during this period of supervision evidence of difficulty appears, the Principal should request the assistance of the Secondary School Inspector, who will also be giving special attention to the supervision of these teachers-in-training.

Principals will be asked to submit, on or before April 5, 1965, a report on the lessons observed. The report will be made on the Critic-Teaching Report form (Form 900) which will be sent out to principals in October, 1964, for graduates of the Initial Summer Course and also for those student teachers without basic secondary school teaching certificates who have completed the first summer course of training in 1964 towards the Interim Vocational Certificate, Type B, in Commercial or Technical subjects and the Interim Occupational Certificate, Type B, in Practical subjects.

(Over)

In March, 1965, an application form (Form 901) for admission to the next summer course will be sent to the Principal for each teacher concerned. On this form the applicant will be required to sign an undertaking to attend the course in 1965 if he is admitted. On the same form (Form 901), the Principal will fill in and sign his recommendation with respect to the applicant's admission to the course.

Form 901, with Form 900 attached, is to be sent to The Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, on or before April 5, 1965. If a teacher who is recommended on Form 900 fails to complete the months of April, May, and June in the school satisfactorily, the Registrar should be notified immediately.

The District Inspector will also make his recommendation based upon his observation of classroom work of the teacher.

The completed application form, if approved, will then be forwarded from the Department of Education to the Ontario College of Education, from which the Card of Admission will be sent to the teacher.

During the months of September and October in 1964, Inspectors will devote their time to the supervision of teachers who have recently entered the profession. Therefore, each of these teachers may expect supervision from the Principal and an Inspector in the fall term.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

September 1, 1964.

1964-65:9
5500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Elementary and Secondary School Inspectors
Principals of Inspected Private Schools
Secretaries of Secondary School Boards
Departmental Officials

Re: Teacher Exchange for 1965-1966

Secondary School Principals are asked to bring this memorandum to the attention of all members of the staff.

Elementary School Inspectors are asked to include a reference to Teacher Exchange in one of their early circulars to the schools.

1. Teacher Exchange is encouraged by the Department of Education as a means of enabling teachers to improve their professional knowledge and competence, and as a contribution to the promotion of national and international understanding. It is felt that the exchange scheme, providing opportunity as it does for travel and for first-hand study of other educational systems and techniques, is of great benefit not only to the teachers taking part, but to the School Boards involved.
2. Through the co-operation of the Canadian Education Association, exchanges may be arranged for Ontario teachers with teachers in other provinces of Canada, the United Kingdom, and the United States.
3. Exchanges are arranged for the school year, September to June. While on exchange the Ontario teacher is paid by his own School Board and his salary is subject to the usual deductions for superannuation contributions and for income tax. A teacher going on exchange to the United Kingdom from Canada is required to make available the sum of $250 to his exchangee, because of lower salary scales in the United Kingdom and because of loss on exchange when the salary of the teacher from the United Kingdom is converted into Canadian dollars. Each teacher on exchange pays his own travelling and living expenses.

   The Canadian Education Association has available, from a Canadian company, funds to provide bursaries of $200 each to teachers going on exchange *within* Canada.
4. A teacher should seek permission from his School Board to apply for exchange, only
   (*a*) if by September, 1965, he will be at least 25 years of age and will have had at least 5 years of teaching experience (or at least 3 years if he holds a University degree);
   (*b*) if he is genuinely interested and fully intends to accept an exchange if a suitable one is offered;
   (*c*) if he has not made application for any other type of appointment which would interfere with his acceptance of an exchange;
   (*d*) if he believes that his Inspector will recommend him as an *above-average* teacher who will be a good representative of the Ontario schools while on exchange;
   (*e*) if he believes that, when required to do so, he will be able to furnish a medical certificate to the effect that he is in good health and free from any physical defect, organic or nervous ailment, or after-effects thereof, likely in his doctor's opinion to impair his mental or physical activity as an exchange teacher.
5. *Completed application forms for exchange for the school year 1965-1966 must be in the hands of the Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, not later than November 30, 1964. Since applications are sent forward as soon as they are received, it is desirable to submit them to the Department of Education as early as possible.*
6. Teachers who are interested in exchange should write to the Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, for more detailed information and for copies of the application form.

F. S. Rivers
Chief Director of Education

TORONTO, September 8, 1964

Aug 14/64

1964-65:10
5500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Elementary and Secondary School Inspectors
Secretaries of Secondary School Boards
Principals of Inspected Private Schools
Departmental Officials

Re Distribution of Curriculum RP-50, Biology

Copies of this publication containing an optional Course for Grade 11 or Grade 12 of the Four-Year Program are being sent to the schools. Principals are asked to distribute them to the teachers concerned.

F. S. Rivers

Chief Director of Education

Toronto 12, August 6, 1964.

1964-65:11
6000

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. Youth Allowances Act
2. Hairdressing in Special Vocational Schools and Occupational Classes
3. Option of World Politics in Four-Year Program
4. Films on Forestry
5. Films on the Mining and Mineral Industry

1. Youth Allowances Act

In July, 1964, the Parliament in Ottawa passed an act known as the Youth Allowances Act. This legislation provides for an allowance of ten dollars per month, payable to parents, for children sixteen and seventeen years of age who are in full-time attendance at school. The Minister of National Health and Welfare has requested the cooperation of the Ontario Department of Education and of educational officials throughout the province.

Specifically, because the group of children covered by the Youth Allowances Act are beyond compulsory school attendance age and because there must be some confirmation that a child is actually in full-time attendance at school, a certificate to be signed by an official of the school the child is attending has been incorporated in the application form for Youth Allowances. Consequently, although parents will be sending application forms to the school early in September, principals or vice-principals are requested to complete Section 5 of these forms promptly in order that parents may receive the first payments about the end of September, 1964. If a pupil enrols at any time during any month after the regular opening date of school the month of enrolment should be indicated. The amount of work involved for a school official has been kept to a minimum.

2. Hairdressing in Special Vocational Schools and Occupational Classes

In a number of Special Vocational Schools and Occupational classes in secondary schools, instruction is being given in the trade of Hairdressing.

As this is a designated trade under the regulations of the Department of Labour, certain basic educational standards must be met. Successful pupils may become apprentices in Hairdressing or may be admitted to a pre-apprenticeship course in the trade at an Ontario Vocational Centre, where it is available, provided that they fulfil the following conditions:

(a) The principal of the school concerned certifies that the pupil has reached a sufficient level of proficiency in the academic subjects taught so that he or she may be considered to have the equivalent of Grade 10 standing for the purpose of apprenticeship.

(b) The principal of the school submits the course of study in Hairdressing annually to the Director of Apprenticeship to ensure that it complies with modern standards.

(Over)

It must be clearly understood that if the ability of the pupils recommended by the principal from the Occupational classes is such that they are unable to cope with advanced training, the principal's recommendations will not be accepted in the future without consultations with the Department of Education and the Apprenticeship Branch of the Department of Labour.

3. Option of World Politics in Four-Year Program

Since publication of the textbook for the option, World Politics, has been temporarily delayed, the following procedure for the fall term is suggested:

(a) introduce the course as set out in Curriculum RP-49;

(b) consistent with the ideas expressed in the introduction to the course of study

> "Above all, the course must be topical and timely. For illustrations of the issues under study the teacher and class should draw not only upon the text and reference books, but upon headline events of the day".

develop lessons around the central issue of the election in the United States including the issues, the conflicting forces at play, its significance in world politics, its illustration of the strengths and defects of the democratic process.

4. Films on Forestry

Films on forestry, particularly on conservation, are available on loan from the federal Department of Forestry. Requests should be made directly to: Information and Technical Services Division, Department of Forestry, Room 833, Blackburn Building, 85 Sparks Street, Ottawa, Ontario, and should reach Ottawa at least two weeks before planned use, and an alternate date should be indicated. Shipments are made express prepaid; the borrower pays return charges. The following sound-and-colour films are particularly suited for young people:

A Tree is Born (20 min.) - Genetic aspects in nursery and reforestation work.

New Trees for Old (20 min.) - Genetic aspects in forestry nurseries in Finland showing grafting procedures, etc. (English soundtrack)

Aircraft in Forest Fire Control (27 min.) - Shows stages of aircraft attack on forest fires. Planes are shown in action - airlifting men and equipment, and fighting a holding action while ground crews move to the scene.

Contact (15 min.) - A day in the life of a forest ranger on his rounds in the interests of fire prevention.

Conservation Vistas (14 min.) - A general conservation treatment.

Mountain Water (20 min.) - Dramatically demonstrates the dangers of soil erosion.

5. Films on the Mining and Mineral Industry

The Managing Director of the Canadian Metal Mining Association has brought to our attention a list of filmstrips relating to the mining and mineral industry in Canada. The brochure lists more than twenty filmstrips with pertinent information on each. The topics include Aluminum, Asbestos, Iron Ore, Nickel, Salt, Uranium, Mineral Areas, Ore to Oxide and the Ontario Hard Rock Miner. Teachers may obtain a copy of the brochure by writing to the Managing Director, Canadian Metal Mining Association, Room 335, 12 Richmond Street East, Toronto 1.

a.H. McTague
for S. D. Rendall
Superintendent of Secondary Education.

August 24, 1964.

1964-65:12
6000

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. Re Grade 12 Departmental Tests in 1964-65
2. Re Grade 12 Departmental Examinations in 1964-65

Principals of secondary and private schools are asked to bring this memorandum to the attention of all teachers concerned.

1. Grade 12 Departmental Tests in 1964-65

At 9.00 a.m. on Friday, November 20, 1964, an Aptitude Test (SATO Verbal and Mathematical) will be administered to all pupils in Grade 12 of the General Course, the Commercial Course (except Special Commercial), and the Technical Course.

At 9.00 a.m. on Friday, May 7, 1965, an Achievement Test, objective in nature, will be given to all pupils of the General Course seeking credit in Grade 12 French or Français.

At 9.00 a.m. on Friday, May 21, 1965, an Achievement Test, objective in nature, will be given to all pupils of the General Course seeking credit in Grade 12 Chemistry, whether the subject is taught in Grade 11 or Grade 12.

If it is deemed necessary to omit from these tests obligatory topics coming at the end of the courses which may be taught in the latter part of May, an announcement will be made in the fall term. The Achievement Tests, objective in nature, are not intended to replace regular June examinations set by teachers, but will provide additional information which should be considered at promotion meetings.

2. Grade 12 Departmental Examinations in 1964-65

In June, 1965, a Grade 12 Departmental Examination will be conducted in World History, Part 11, for all candidates of the General Course who seek credit in the subject for a Secondary School Graduation Diploma, whether the subject is taught in Grade 11 or Grade 12.

In June, 1965, uniform Grade 12 Departmental Examinations will be written by pupils of the Technical Course in the shopwork subjects. Further information regarding these examinations will be issued to principals early in the fall term.

The specific dates for these examinations cannot be given before the Grade 13 Departmental Examination Timetable is printed. Principals should, however, expect them to be written during the second week of June.

W.R.Stewart

W. R. Stewart
Deputy Minister of Education.

September 1, 1964.

1964-65:13
12,000

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DEPARTMENT OF EDUCATION
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OCT 16 1964

Memorandum to Directors of Education
Superintendents of Elementary Schools
Inspectors of Elementary Schools
Secretaries of Boards of Education
Secretaries of Elementary School Boards

Re: The Revision of the Curriculum for
Kindergarten and Grades 1 to 6

1. A comprehensive revision of the school programme for the Kindergarten, and the Primary and Junior Divisions will be a major responsibility of the Curriculum Branch during the next two years.

2. The assistance of local superintendents and inspectors is essential to the success of this project at every stage. It is the Department's intention to keep these officials informed of developments by means of periodic information bulletins, to draw upon their experience and possibly to ask their assistance in conducting surveys, as these may be found desirable.

3. It would be appreciated if superintendents and inspectors would inform the Superintendent of Curriculum of any special features in curriculum adaptations or in instructional organization that may be of interest to the several curriculum committees that will begin work this year. Communications should be directed to

Superintendent of Curriculum,
344 Bloor Street West, Suite 600,
Toronto 4, Ontario.

4. The following personnel are on loan to the Curriculum Branch of the Department of Education to serve as curriculum consultants during the school year 1964-65

Mr. J.K. Crossley - Inspector of Public Schools, Fort Erie
Miss D.H. Dunn - Inspector of Separate Schools, Ottawa
Mr. N.B. Massey - London Teachers' College
Miss P.A. Moore - Peterborough Teachers' College
Mr. E.J. Quick - Toronto Teachers' College

5. In the course of assembling information concerning courses of study, research projects and other curriculum studies being developed in local systems it may be useful for members of the Curriculum Branch staff to visit selected schools throughout the Province. The advice of the local inspectors will be sought in selecting the schools to be visited.

(over)

The following would be some of the purposes of such visits:

(a) To interview members of the supervisory staff in respect of particular projects for the supervision of which these officials are responsible

(b) To interview the principal and teachers involved in the project

(c) To observe the project or programme in operation

(d) To meet with groups of local teachers in order to test their reaction to specific curriculum concepts

(e) To gather other expressions of opinion as these may be offered.

6. Visits would be made with the concurrence of the local superintendent or inspector and the details arranged between the Curriculum Branch and the principal of the school.

7. Your co-operation in these matters will be appreciated.

W. R. Stewart

for Chief Director of Education

TORONTO, September 9, 1964.

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ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: OFFICIALS CONCERNED WITH SECONDARY EDUCATION

RE: THE SECONDARY SCHOOL PRINCIPALS' COURSE, 1965

The Minister of Education has recently approved changes in the certification of secondary school principals and in the organization of the Secondary School Principals' Course. The purpose of the changes is to increase the supply of qualified persons available and at the same time to continue the present high standards of admission.

In 1965 there will be two first year sessions of the Secondary School Principals' Course in two university centres. The enrolment will be limited to 80 candidates per centre.

An applicant for admission to the first year sessions (1965) shall

(a) hold a High School Assistant's Certificate (or a Vocational Specialist's Certificate with an acceptable degree),
(b) have completed a minimum of five years of teaching experience in Ontario secondary schools (or an inspected private school), prior to September 1, 1964,
(c) have taught one or more subjects of Grades 11, 12 or 13 for at least three years,
(d) have been rated as a better than average teacher for at least the last two years of his teaching or principalship experience, and
(e) be required to pass an oral examination.

On successful completion of the first session (1965) the candidates will be granted an Interim Secondary School Principal's Certificate Type B, which shall qualify the holder to be a vice-principal in any provincial secondary school, a principal in a provincial secondary school having an enrolment of fewer than 500 pupils, or a principal in a special vocational school of any size.

After two years in one or more of these positions, and upon the recommendation of the district inspector or municipal superintendent, the holder of an Interim Secondary School Principal's Certificate, Type B, may apply to have this certificate made Permanent. The holder of a Permanent Secondary School Principal's Certificate, Type B, may be admitted to the second session of the Secondary School Principals' Course and on successful completion of the second session will be granted a Permanent Secondary School Principal's Certificate, Type A, which shall be valid for the principalship of any provincial secondary school.

(Over)

A teacher wishing to be admitted to the first session (1965) should first make application for admission to the oral examination. In his letter of application he should state

(a) the names and numbers of his teaching certificates;
(b) the names of the secondary schools in which he has taught;
(c) the number of years of teaching experience he has had in each school;
(d) the number of years he has taught the subjects of Grades 11, 12 or 13 and the names of the subjects, and
(e) the nature of other relevant experience in addition to experience in school extra-curricular activities.

A teacher in the High School District of Belleville, Brantford, Burlington, Etobicoke, Hamilton, Kingston, Kitchener, London, Niagara Falls, Oakville, Ottawa, Peterborough, Sarnia, Sault Ste. Marie, Scarborough, Sudbury, Toronto, Toronto Township, Windsor, York, York Central, or York North shall forward his letter of application to the Superintendent of Secondary Schools appointed by the local school board, who will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, 44 Eglinton Avenue West, Toronto.

A teacher in the High School District of Barrie, Bertie, Chatham, East York, Forest Hill, Fort William, Galt, Guelph, Pelham, Pickering, Port Arthur, St. Catharines, or Tillsonburg shall forward his letter of application to the Director of Education or Superintendent of Secondary Schools appointed by the local school board, who will forward his recommendation and the applicant's original letter to the District Secondary School Inspector appointed by the Department of Education. He in turn will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, 44 Eglinton Avenue West, Toronto.

A teacher in any other high school district shall forward his letter of application to the District Secondary School Inspector appointed by the Department of Education, who will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, 44 Eglinton Avenue West, Toronto.

Applications for these courses must be received by the officials mentioned above by November 15, 1964, who in turn must forward them to the Department by December 1, 1964.

If a teacher's application for admission to the oral examination is accepted, he will be informed of the date, place, and time of his examination.

(Continued on page 3)

Candidates who completed the first session of the sixth course at the University of Western Ontario in July 1964 will be admitted automatically to the second session in 1965. It is not necessary to re-apply for an oral examination.

All candidates, including those who were on the first session of the sixth course in 1964, who are eligible to attend either session of the 1965 courses shall obtain an official Departmental Summer Course Application form, when these are available in the Spring, and file this completed form with the Deputy Minister of Education.

The fee for this course will be $50.00 per session. Veterans of Her Majesty's Forces, upon proof of active service, are not required to pay this fee.

Will you please bring this memorandum to the immediate attention of members of your staff who may be interested.

W. R. Stewart

W. R. Stewart
Deputy Minister

September 21, 1964.

1964-65:15

6500-64-2790

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Elementary and Secondary School Inspectors
Principals of Inspected Private Schools
Secretaries of Secondary School Boards
Departmental Officials

Re Certificates Accepted as the Equivalent of Certain Secondary School Music Options

For Grade 10 Standing in Music

The certificates listed under "Grade 10" on the back of this sheet are accepted in lieu of (but not in addition to) the Music course in Grades 9 and 10.

For the Secondary School Graduation Diploma

The certificates listed under "Grade 12" on the back of this sheet are accepted in lieu of (but not in addition to) the Music course. When presented for inspection according to the "Instructions to Principal" on the diploma application form, this standing may be used, in accordance with the requirements of Circular H.S.1, as an option to complete the requirements for the Secondary School Graduation Diploma. Since "Grade 12 Music" includes the work of both Grade 11 and Grade 12, it has the same value for this diploma as Mathematics (Part I and Part II), Science (Physics and Chemistry), Geography (Part I and Part II), Home Economics, Industrial Arts, Commercial Work, Agriculture, Art, or one of the languages.

For the Secondary School Honour Graduation Diploma (not applicable to Private Schools)

The certificates listed under "Grade 13" on the back of this sheet are accepted in lieu of the prescribed course in Music (one paper) for the purposes of the Secondary School Honour Graduation Diploma and may be indicated on the diploma. These certificates are accepted even though they may have been accepted for the Secondary School Graduation Diploma at the end of Grade 12.

For Departmental Certificates of Grade 13 Standing

Standing in Music obtained by examinations taken at a college or conservatory of music is not recorded on the Grade 13 certificates, which report the results of the annual Departmental Examinations. When making application to enter a university the original Music certificates should be submitted along with the regular departmental certificates.

C A Brown

Registrar

TORONTO, September 15, 1964

[OVER]

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE 10	GRADE 12	GRADE 13
DEPARTMENT OF EDUCATION	Grade 10 Course of Study in Music	Grades 11 and 12 Courses of Study in Music	Grade 13 Course of Study in Music
ROYAL CONSERVATORY OF MUSIC OF TORONTO	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
WESTERN ONTARIO CONSERVATORY, LONDON	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGILL CONSERVATORIUM	Grade 6 (Elementary) Practical or a higher certificate	(i) Grade 9 (Intermediate) Practical and Grade 10 (Intermediate) Theory OR (ii) Grade 11 (Senior) Theory and T.C.M. Grade III History	(i) Grade 10 (Senior) Practical and Grade 10 (Intermediate) Theory OR (ii) Grade 11 (Senior) or Highest Grade Theory
TRINITY COLLEGE LONDON, ENGLAND	Advanced Prep. Practical or a higher certificate	Interm. Practical and Grade IV Theory	Senior Practical and Grade V Theory OR Grade VIII Theory
ROYAL SCHOOLS LONDON, ENGLAND	Grade IV Practical or a higher certificate	Grade V Practical AND (i) Grade IV Grammar of Music OR (ii) Grade IV Theory	Grade VI Practical AND (i) Grade IV Grammar of Music OR (ii) Grade V Theory

1964-65: 16
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EXAM: 2

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards
Departmental Officials

Re Reports of (a) The Experimental Single Examination in Grade 13 English, 1964
(b) The Experimental Writing Program, 1964

Principals are asked to bring this Memorandum to the attention of Grade 13 teachers of English.

The two above-mentioned Reports, which follow, are being distributed for the information of teachers who are preparing candidates for the single Grade 13 examination in English in June 1965.

W. R. Stewart
Deputy Minister

Toronto 12, September 21, 1964

THE EXPERIMENTAL SINGLE PAPER IN GRADE 13 ENGLISH, 1964

The Department of Education wishes to express appreciation to the principals and teachers of English in the secondary schools of the province for their very fine co-operation in the work of the Experimental Examination in English written by Grade 13 students in March, 1964. The answers to the questionnaires returned by teachers of 425 schools included a great many constructive suggestions and criticisms which provide valuable assistance in the considerations related to the Grade 13 program in English and the final examination.

The members of the committee appointed to set the experimental examination for 1964 undertook other statistical studies in addition to those requested by the questionnaire. These included student evaluation of time allotments and the scope and difficulty of individual questions, and a comparison of marks obtained by students on the Experimental Single Paper in English with the average of the confidential mark submitted in June on the year's work in both English Literature and English Composition.

The members of the Committee in charge of setting the Experimental Single Examination for 1964 were as follows:

Miss Marguerite Dow, Laurentian High School, Ottawa.

Mr. Philip Linden, Westminster Secondary School, London.

Mr. R. P. MacDonald, Oakwood Collegiate Institute, Toronto.

Mr. John Bassett, St. Catharines Collegiate Institute and Vocational School,
St. Catharines.

Mr. Albert State, Westdale Secondary School, Hamilton.

Mr. John Smallbridge, Waterloo Collegiate Institute, Waterloo.

Chairman - Miss Gladys R. Munnings, Assistant Superintendent, Secondary Education,
Department of Education.

The Committee is grateful for the advice and assistance received during the year through meetings of the Heads of Departments of English in a number of communities and from Miss Mary Campbell, Parkdale Collegiate Institute, Mr. T. S. Roebuck, York Central Secondary Schools, and Messrs. R. D. Latimer, J. H. Stevens, and A. A. Orr, Departmental Staff Inspectors.

Major recommendations from teachers and committee members have been summarized and will receive further study by those concerned with the examinations of 1965 and with future changes in curriculum. As is to be expected, teachers expressed widely differing opinions with regard to certain individual questions but a clear unanimity of opinion on the following basic issues:

1. A consensus endorsed the principle of a single final examination in English for Grade 13 provided that a sound writing program is maintained in the schools and some percentage of the evaluation of essays written during the year is used in arriving at a final mark. The Department commends the emphasis which teachers place on the importance of good organization and presentation of all written answers in English, and the desirability of continuing a broad

(over)

program of writing in all grades of secondary school.

2. Students should not be required to answer a greater number of questions than they can answer adequately in the time allotted. The papers of 1963 and 1964 did not give students time for good planning and editing of answers. The single paper should include a combination of short-answer and essay-type questions and some optional questions, and should show the value and suggested time allotment of all questions. Only a few optional questions are recommended in English in order that the student will not be required to do too much reading of alternate questions on a question paper, or to make too many choices, both of which add unnecessary difficulty and pressure for the student under examination conditions.

   Carefully selected short-answer questions can demand appreciation of literature in addition to mere factual knowledge.

3. If students are to achieve a satisfactory standard on their answers to essay-type questions, teachers must give added assistance to students during the year in the planning and organization of answers. Teachers will find suggestions for their guidance in the new edition of Memorandum S.4C, "Re Grade 13 Departmental Examinations in English 1964", which is distributed to schools during the fall term. Recommendations for the improved planning of answers are also found on pages 2-3 of the 1963 edition of the above memorandum which was sent to schools last year.

4. When marks are to be assigned for the organization and general style of a particular answer, a clear notation to this effect should appear on the examination paper. Some mark for style should be retained in the literature part of an external single examination.

5. The first question on an examination paper should not be as difficult as Question 1 on the experimental paper of 1964. Students should work from less demanding questions at the outset in order to gain a feeling of confidence before tackling a more challenging question. Although examiners have always experienced considerable difficulty in finding suitable prose passages for examination purposes, it is recommended that passages not be adapted from the original, and that the excerpt be challenging but within the pupils' experience and ability to comprehend.

6. The 1964 experimental paper was not necessarily too difficult but was too long, and the marking scheme was too complex. A detailed marking scheme, if it is to be of real value to a marker, requires the interpretation of a committee, according to the practice which has been followed for the marking of final Departmental examinations. It was suggested that the provision of model answers to essay-type questions would simplify the marking scheme.

Additional Suggestions and Comments made by Many Teachers and/or Committee Members.

(a) Students often spend too much time on essay-type questions which do not give adequate direction as to the scope of the answer required.

(b) Essay-type questions might well include a comparison of two plays or a question on a theme running through parts of the course; they should not always be directed to drama.

(c) short-answer questions should give students some opportunity to enlarge on basic information; the apportionment of marks should indicate the amount of detail or illustration required. On the 1964 paper, parts (a) and (b) of question 5 were more significant than parts (c) and (d).

(d) Good writing programs in a secondary school should require as many kinds of writing experience as possible rather than the preparation of the literary essay only. The demand for a writing program in the advanced level of study is increasing.

Many students, moreover, are not at their best with literary material and it would be unfair to confine their writing experience to literary analysis. Writing marks based only on literary material would fail to reflect the ability of many students.

(e) The sight question of the comparative type on the 1964 paper was excellent.

(f) When marks are allocated for organization and style, an indication should be given of the number of marks allotted to content and style respectively.

(g) Although the passage used in Question 1 proved difficult for many students to understand, the questions themselves were satisfactory.

Answers to the Questionnaire as submitted by 425 schools

1. Answers on Questions I - VI to the statement:
   From the point of view of difficulty this question is

   (a) too difficult
   (b) about right
   (c) too easy

	(a)	(b)	(c)
Question I	277	171	2
Question II	113	333	5
Question III	68	365	17
Question IV a.	30	277	11
Question IV b.	5	256	29
Question V	7	374	60
Question VI a.	8	269	53
Question VI b.	58	209	9

II. Answers to general questions

1. Was this paper too long for your students to answer adequately in 3 hours?

(a) slightly long	316
(b) much too long	76
(c) too short	—
(d) about right	58

2. In your opinion, does the inclusion of a suggested time allotment for each question assist the student to budget his time more wisely?

Yes	414
No	11

3. In your opinion, does the inclusion of the mark for each question assist the student considerably?

Yes	413
No	31

4. (a) Do you consider Question 5 (Short answer questions) an adequate and useful type of questioning to cover added course content?

Yes	390
No	56

(b) Did you find Question 5 fairly easy and quick to mark compared with the essay-type?

Yes	405
No	45

Consider the examination as a whole under the following headings and express your opinion by placing a checkmark in the proper column:

	Poor	Satisfactory	Very Good	Excellent
5. Provides satisfactory evaluation of pupils' knowledge of prescribed subject matter in literature	28	186	185	46
6. Provides satisfactory evaluation of students' ability in expression	109	209	100	20
7. Provides satisfactory evaluation of students' ability in expression if a separate evaluation of essay work in composition is added	33	151	185	43
8. Ease of marking paper as compared with customary 2½ hour papers	178	173	61	15
9. Wording of questions	83	207	113	29

A comparative study is being made by the Department of the marks submitted by principals for the Experimental Single Paper, the students' confidential marks on the year's work, and the marks obtained on the regular Grade 13 Examinations in June.

Comments by individual teachers give evidence of wide variations in achievement on the 1964 paper for a variety of reasons, some of which may be inferred from the preceding suggestions and recommendations. Although some schools report that marks on the experimental papers were higher than an average of the confidential marks submitted in June, some committee members reported that the marks of their own students were 4-5% lower, in general, and others that there was no appreciable difference. Some students did not put forth their best effort on the experimental paper, and the achievement of others may not be accurately assessed for reasons outlined by individual teachers. On the whole, however, the writing and marking of the experimental paper has been of great value in clarifying opinion on many significant questions related to the future Grade 13 examination.

Many additional constructive criticisms and suggestions which cannot be mentioned in the pages of a brief report have been referred to appropriate study committees.

THE EXPERIMENTAL WRITING PROGRAM, 1964

The Department appreciates the co-operation of principals and teachers of Grade 13 English in forwarding essays and writing marks according to the requirements of Memorandum 1963-64:23. Essays were received from all but 8 schools and most teachers sent the number of essays requested.

In the time allowed for the sampling of essay submissions, writing from one-third of the schools was evaluated. This evaluation is in the hands of the Committee engaged in further study of the results of the two experimental programs in Grade 13 English and the regular June examinations of 1964. During the school year 1964-65, inspectors and consultants in English will confer with teachers whose standards of marking appear to be out of line.

The markers were impressed by the excellent standards and high quality of work which is being done by many teachers in the province, and have made recommendations for the assistance of those whose inexperience makes them unsure of standards or of marking procedures which are most helpful to their students. At the request of the marking committee, Memorandum S.4C for 1964 is being enlarged to include many sample essays, helpful evaluations of essays from students of varying abilities, and other specific guides to assist teachers in establishing reliable, uniform marking standards. The Department is grateful to the Examiner-in-Chief and Committee in charge of the marking of Grade 13 English Composition papers of 1964 for their very valuable assistance in providing this helpful material. It is expected that the 1964 edition of the Memorandum will reach the schools in October.

It is recommended that,

(a) experienced teachers give assistance to less experienced teachers in their schools by means of workshops in the marking of English Composition as part of well-organized, in-service training programs;

(over)

(b) all teachers of Grades 11, 12, and 13 make a careful study of the major and minor errors listed in Memorandum S.4C (any edition of the past several years which is in the schools) before the grading of essays begins in the first term;

(c) heads of departments of English review with their teachers all important notes in Memorandum S.4C, including grading standards and examples of major and minor errors as found in the students' writing;

(d) all teachers use the positive approach in their final comment at the end of an essay;

(e) assistance in the marking of essays be a regular part of regional in-service training programs under the leadership of principals, Departmental and Municipal officials, and teachers or consultants in English.

1964-65:17
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ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM

Re Appointment of an Implementation Committee

The Minister of Education recently announced the appointment of an Implementation Committee which will be charged with the responsibility of facilitating and expediting further studies along the lines suggested in the Report of The Grade 13 Study Committee, 1964.

The Minister stated that the initial membership of the Implementation Committee will be limited to representatives of the Department and the Universities and that liaison will be established immediately with the several organizations which are in a position to assist in further investigation of the proposals that have been made.

Mr. J.R. Thomson, Assistant Superintendent of Secondary Education, will be the chairman and Dr. C.A. Brown, Registrar of the Department, will be the secretary of the Committee. The other members are Mr. P.H. Cunningham, Superintendent of Business Administration; Dr. James A. Gibson, President of Brock University; Dr. Robin S. Harris, Principal of Innis College, University of Toronto; Dr. R.W.B. Jackson, Director, Department of Educational Research; Mr. M.B. Parnall, Superintendent of Curriculum and Text-Books; and Mr. J. Bascom St. John of the Departmental Policy and Development Council.

The Minister hopes that organizations and individuals will continue to offer comments and suggestions as studies proceed. For convenience communications of this nature may be addressed to the Secretary, Implementation Committee, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario.

W. R. Stewart

Deputy Minister

TORONTO, September 23, 1964

1964-65: 18
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DEPARTMENT OF [illegible]

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards
Departmental Officials

Re Discontinuance of the Two-year Course at the Teachers' Colleges

Principals are asked to bring this Memorandum to the attention of all students interested in becoming elementary-school teachers.

The Minister of Education has announced the discontinuance of the Two-year Course at the Teachers' Colleges leading to an Elementary School Teacher's Certificate. The First Year of this Course will not be offered in the year beginning September, 1965.

Details of the conditions of admission to the One-year Course in 1965 will be available in Circular 611. This Circular is now being revised and copies will be sent to all concerned as soon as available.

F. S. Rivers

Chief Director of Education

Toronto 12, October 1, 1964.

No.18:1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MAY - 5 1965
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MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Curriculum I.12A (Grade 7 Mathematics)
(Ref. Memoranda No.7:1964-65 and No.12:1964-65)

1. A report on the use of Curriculum I.12A has been prepared by the Curriculum Division of this Branch from the inspectors' reports of December 1964. A copy of this report is enclosed and it will be noted that a forecast of the use of Curriculum I.12A for 1965-66 agrees with the preliminary figures of 75 per cent and of 95 per cent which were indicated in Memorandum No.12:1964-65. The inspectors will be interested in the other information contained in the copy of the report which is complete except for individual inspectorate data.

2. It has now been decided that the use of Curriculum I.12A will remain optional for the school year 1965-66.

3. The Department recognizes that where there is uniformity in the experience of pupils entering Grade 9 many administrative and teaching problems in secondary schools are eliminated. The continued co-operation of the inspectors in giving leadership to in-service programs and in supervision is solicited in having this result achieved. Where there are good reasons that complete implementation of the new program cannot be achieved in 1965-66, consideration will be given to allowing a further year for those few remaining schools.

4. Appreciation is extended to the inspectors for their full co-operation in having the new approach to mathematics introduced into the schools.

L M Johnston
Director of Program Branch.

April 1, 1965.

A Survey of the Extent of Use of Curriculum I.12A (Grade 7 Mathematics) in 1964-65

I The History of the Development of and Preparation for the Use of Curriculum I.12A

1. In early 1963, a Curriculum Committee was established by the Minister for the revision of the Mathematics Courses of the Intermediate Division, Grades 7 to 10. In October of 1963, this Committee made recommendations to the Minister on a new course outline for Grade 7, contained in Curriculum I.12A. This course outline was adopted by the Minister for optional use beginning in September 1964.

2. (a) On February 25, 1964, the optional condition was explained in a memorandum (1963-64:52) from Mr. H. E. Elborn, Deputy Minister of Education as follows:

> "A school principal may introduce the new course in some or all of the Grade 7 classes in his school, or he may decide to postpone introduction to some later date. This freedom of choice is a natural consequence of the need of some teacher preparation for understanding the new concepts in the course. No decision has been made as to when the Mathematics course now outlined in Curriculum I:1 will be withdrawn."

(b) On May 13, 1964, Memorandum 1 (g) from the Superintendent of Elementary Education announced the use of Curriculum I.12A (Mathematics Grade 7) as optional in Grade 8 provided:

(i) the pupils concerned had followed Curriculum I:1 in their Grade 7 year

(ii) it was the year when new approach mathematics was being introduced in (the Intermediate Division of) a school

(iii) three specified additional topics were covered (in addition to Curriculum I.12A)

3. Memorandum 1963-64:52 also indicated further plans of the Department in preparation for the new course:

> "It is recognized that new content and methods present certain problems in supervision of mathematics by the inspectors. To assist with this problem, the Department is making arrangements for several two-day conferences at certain of the Teachers' Colleges during the present school term for study of the Grade 7 Mathematics content. Each inspector and each Teachers' College master teaching mathematics will be given the opportunity to attend one of these conferences."

These two-day conferences were organized by the Elementary Education and Teacher Education Branches in March and April of 1964 at Toronto, London, North Bay, and Ottawa Teachers' Colleges. Instruction was led by Mr. J.F. Kinlin, Assistant Superintendent of Curriculum, and he was assisted by Mr. J. E. Smith, Assistant Superintendent of Professional Development, and by Messrs. Kenney, Cadwell, Morgan, Pipher, Archibald, Botly, Hodgson, Harrington, Shadbolt, McClure, and Hendren of the Teachers' Colleges.

4. The Department began the work of the in-service preparation of teachers of Grade 7 with a five-week summer course in the summer of 1963. The work of in-service preparation was carried on throughout the 1963-64 school year under the leadership of Mr. J. E. Smith with assistance by Mr. J. F. Kinlin and by various members of the Teachers' College staffs, chiefly those who had served on the 1963 summer course. In addition, after the two-day inspector conferences described above, several of the inspectors organized and led their own in-service programmes within their inspectorates using the study sheets specially designed by Mr. Kinlin which were provided to the inspectors at the conferences. The plan of in-service education has been continued by the 1964 five-week summer course and by innumerable in-service groups during 1964-65 organized by inspectors and by Ontario Teacher Federation groups.

II The Purpose of the Survey

The purpose of the survey was indicated to the inspectors in a Memorandum (No. 7: 1964-65: Elementary) of November 27, 1964, from Mr. G. L. Duffin, Superintendent of Elementary Education, which stated:

> "The inspectors are now being asked for certain information that will assist the Department in making a decision on the time of withdrawal of the mathematics courses in Curriculum I:1"

III The Design of the Questionnaire

1. The form of the questionnaire was as follows:

1. Name of Inspectorate: ....

....

2. (a) Number of Schools in the Inspectorate with at least one Grade 7 class .... ________

   (b) Number of Schools in which Curriculum I:12A is being followed in at least one Grade 7 class .... ________

3. (a) Approximate total Grade 7 enrolment in the Inspectorate.. ________

   (b) Your estimate of the percent of this enrolment that is following Curriculum I:12A during 1964-65 .... ________

   (c) Your estimate of the percent of the Grade 7 enrolment of your inspectorate that would follow Curriculum I:12A during 1965-66 if it continues to be optional for that school year ________

4. (a) Approximate number of Grade 8 classes in your inspectorate ________

   (b) Your estimate of the number of these Grade 8 classes that are following Curriculum I:12A (Grade 7 Mathematics) during 1964-65, under those special provisions that are indicated in Memorandum 1(g), May 1964 (or on page one of the Grade 8 course outline Curriculum I:12B) .... ________

5. Remarks: ____

____

____

____

____

Date: __________ ____________________
Inspector

2. The time of the survey and the time given to the inspectors for completion of the questionnaire are indicated by the following items on Mr. Duffin's memorandum

   (a) The date of the memorandum: November 27, 1964.

   (b) The direction on the memorandum: "Each inspector in charge is asked to complete the enclosed questionnaire and return one copy to this office, as soon as possible, but not later than December 18, 1964".

3. The tolerances indicated for the completions are indicated by the wordings of the questions and by the following quotation from the covering memorandum:

> "4. The questionnaire has been constructed so that the information regarding the number of schools and of pupils enrolled may be obtained readily from Section C on Page Two of Form Stat 32 "Elementary School Principal's September Statistical Report". In addition, the words 'approximate' and 'estimate' have been used deliberately in order to make the completion easier".

4. Purposely, no direction was given as to completion the section of the questionnaire headed "Remarks".

IV Numerical Data Provided by the Questionnaires

1. Replies were received from all inspectorates* of the province. All items were completed for all inspectorates except in the case of Haldimand 1 where the inspector completing the questionnaire had only been in charge a short time (following the death of the previous inspector on November 27) and was not in a position to answer question 3(c).

2. Replies from each individual inspectorate and from inspectorate groups are indicated in Appendix A.

*"Inspectorate" is used throughout this report to mean an inspectorate area. Where many inspectors work together within a municipality, totals from individual inspectors are grouped under one "inspectorate". In those cases where inspectors inspect both public and separate schools, totals are combined within the "inspectorate" representing the greater number of pupils.

3. Totals for all schools of the province summarize as follows:

   (a) Of 4970 schools with at least one Grade 7 class, 3029 (61%) are using Curriculum I:12A in at least one Grade 7 class.

   (b) 74% of Grade 7 pupils are being given instruction during this current school year (1964-65) on the basis of Curriculum I:12A

   (c) 96% of Grade 7 pupils will be given instruction during 1965-66 on the basis of Curriculum I:12A (if the course remains optional for another year)

   (d) Of 6257 Grade 8 classes in the province, 2436 (39%) are being given instruction on the basis of Curriculum I:12A (plus the three additional topics).

4. 21 inspectorates had no Grade 7 pupils receiving instruction on the basis of Curriculum I:12A. 105 inspectorates had all pupils following Curriculum I:12A. The distribution of percent of pupils following the new course in 1964-65 is as follows:

Percent of Pupils on Curriculum I:12A in 1964-65	Number of Inspectorates
81% - 100%	146
61% - 80%	12
41% - 60%	17
21% - 40%	15
0% - 20%	50

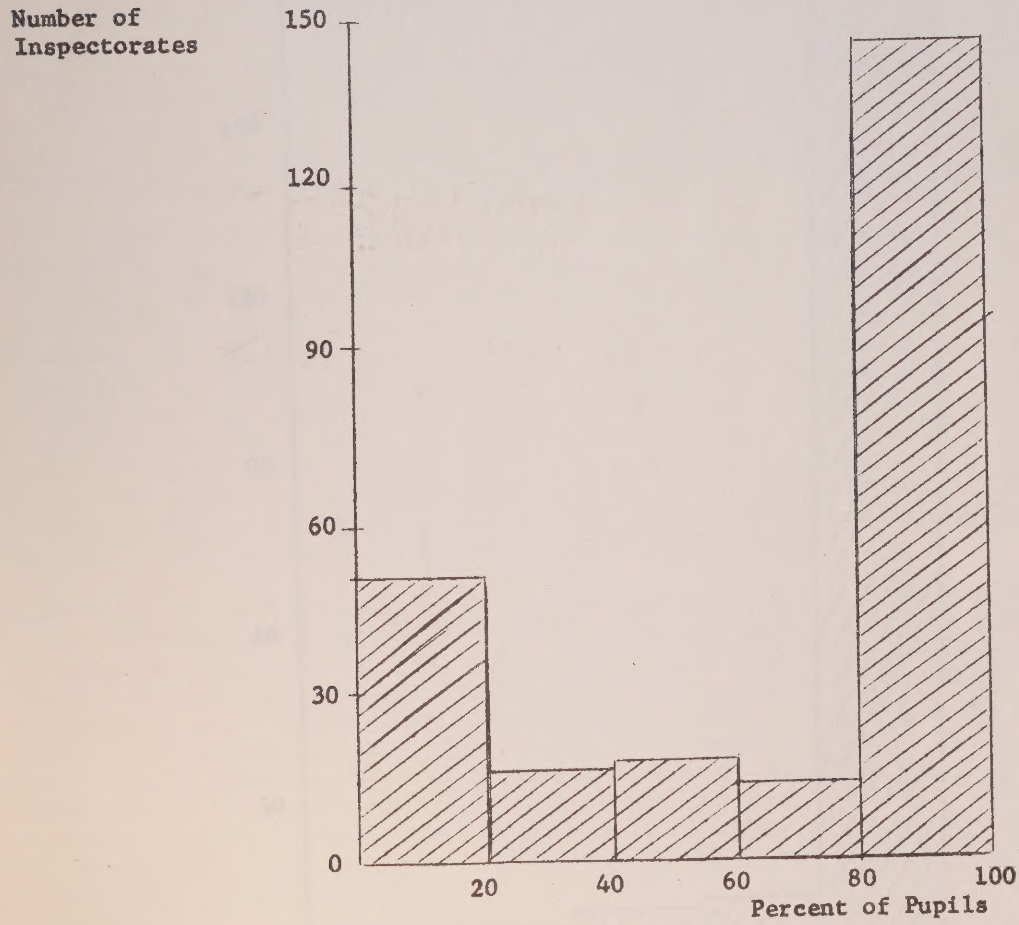
5. 177 inspectorates indicate that 100% of pupils will be following Curriculum I:12A in 1965-66. Only 9 inspectorates forecast a participation by less than 50% of Grade 7 pupils. Distribution of percent of Grade 7 pupils forecast as following the new course in 1965-66 is as follows:

Percent of Pupils Forecast as following Curriculum I:12A in 1965-66	Number of Inspectorates*
81% - 100%	210
61% - 80%	11
41% - 60%	10
21% - 40%	7
0% - 20%	1

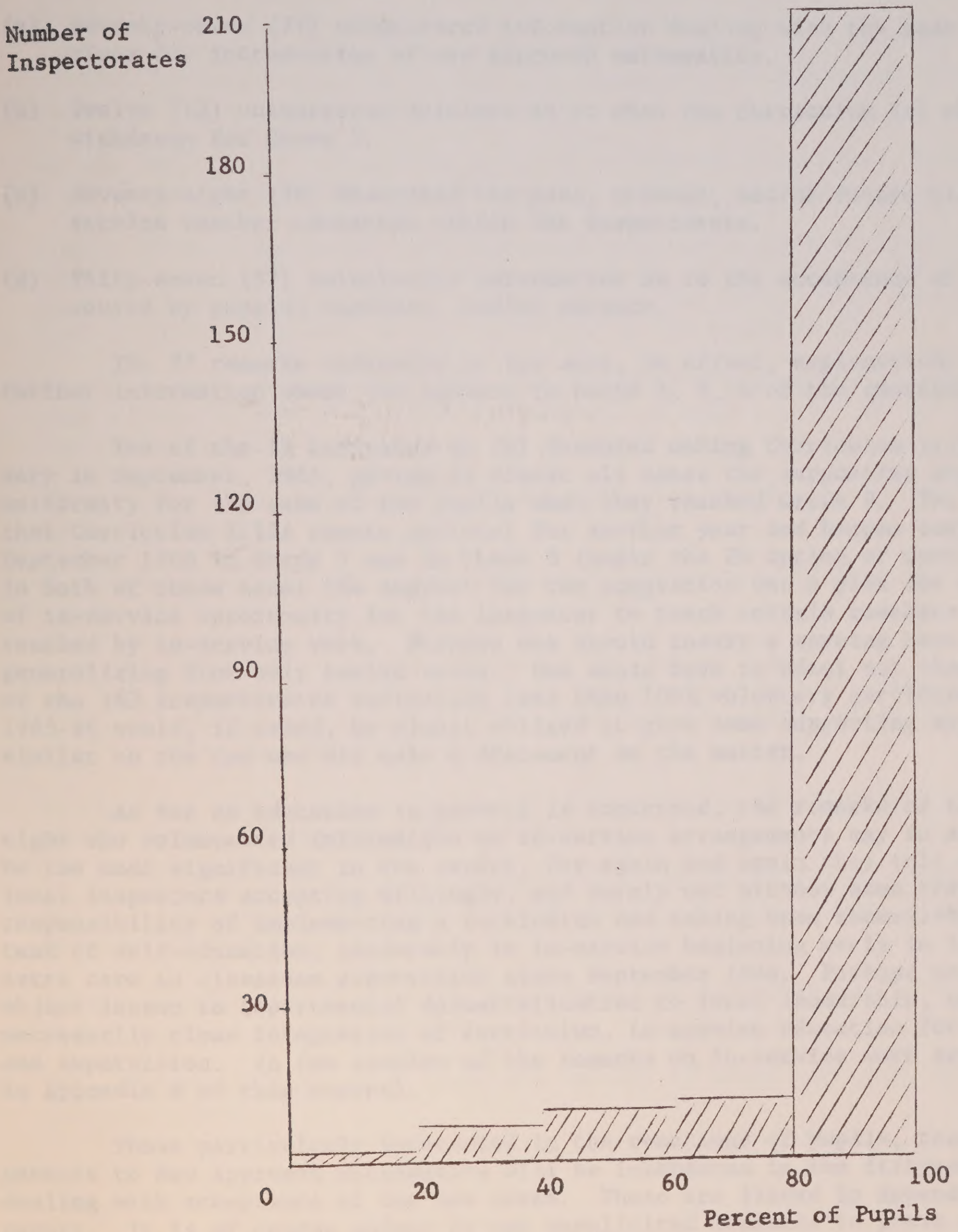
*Inspectorate #1 Haldimand not included as no forecast possible. See explanation given previously.

6. The distributions of 4 and 5 above are displayed graphically here:

(a) Number of Inspectorates with Various Percents of Pupils on Curriculum I:12A in 1964-65



(b) Number of inspectorates with various percents of pupils forecast as following Curriculum I:12A in 1965-66:



V Other Data Provided by the Questionnaire

As indicated above in section 4 of the Design of the Questionnaire, no directions were given about completion of the "Remarks" section. As expected, many inspectors left this section blank. But each of 172 inspectors entered a comment or comments in this section. Analysis of the 224 comments revealed a definite division into four categories only, as follows:

(a) Seventy-seven (77) volunteered information dealing with the past or future plans for introduction of new approach mathematics.

(b) Twelve (12) volunteered opinions as to when the Curriculum I:1 should be withdrawn for Grade 7.

(c) Seventy-eight (78) described the past, present, and/or future plans for in-service teacher education within the inspectorate.

(d) Fifty-seven (57) volunteered information as to the acceptance of the new course by pupils, teachers, and/or parents.

The 77 remarks indicated in (a) were, in effect, explanations giving further information about the answers to parts 2, 3, 4 of the questionnaire.

Ten of the 12 indicated in (b) favoured making Curriculum I:12A compulsory in September, 1965, giving in almost all cases the supporting argument of uniformity for the sake of the pupils when they reached Grade 9. Two suggested that Curriculum I:12A remain optional for another year and become compulsory in September 1966 in Grade 7 and in Grade 8 (under the 2b option of Curriculum I:12B). In both of these cases the support for the suggestion was a plea for one more year of in-service opportunity for the inspector to reach certain teachers not yet reached by in-service work. Perhaps one should insert a warning here against generalizing from only twelve cases. One would have to point out that every one of the 163 inspectorates indicating less than 100% voluntary participation in 1965-66 would, if asked, be almost obliged to give some supporting argument similar to the two who did make a statement on the matter.

As far as education in general is concerned, the remarks of the seventy-eight who volunteered information on in-service arrangements may in actual fact be the most significant in the report, for again and again they tell a story of local inspectors accepting willingly, and surely not without some trepidation, the responsibility of implementing a curriculum and taking upon themselves the triple task of self-education, leadership in in-service beginning early in 1964, and extra care in classroom supervision since September 1964. Perhaps this is an object lesson in Departmental decentralization to local leadership, and in the necessarily close integration of curriculum, in-service education for teachers, and supervision. (A few samples of the remarks on in-service work are included in Appendix B of this report).

Those particularly interested in the reactions of pupils, teachers, and parents to New Approach Mathematics will be interested in the fifty-seven remarks dealing with acceptance of the new ideas. These are listed in Appendix C of this report. It is of course unfair to use unsolicited comments to prove anything,but when one links the over-all favourable nature of these comments with the statistics indicating the high degree of acceptance of the course, one surely can be excused for feeling exhilerated by the acceptance of New Approach Mathematics in its first real trial in Ontario elementary schools.

Appendix B

Some Sample Remarks about In-Service Education from the Questionnaires

1. Course outlines (prepared by Mr. Kinlin) and presented to (the Central Ontario) inspectors at the Lakeshore Teachers' College - March 16-17, 1964 (through arrangements between the Elementary Education Branch, the Curriculum Branch, and the Professional Development Branch) have been duplicated by this office and are being used as the basis for in-service instruction by the writer (the inspector) on Wednesday evening 4:30 - 6:00 p.m. for 10 weekly sessions.

2. During 1963-64 all teachers attended an in-service programme. This year we are holding monthly meetings plus special meetings.

3. During 1963-64 in-service work was conducted during several evenings by Mr. J. E. Smith and on two week-ends by Mr. Frank Kinlin (Friday night and all day Saturday). During the current school year in-service work is being conducted in two locations in the inspectorate.

4. The in-service education programme given (by the inspector) has encouraged many of the reluctant or insecure teachers to make a start on the use of Curriculum I.12A.

5. About sixty of my teachers attended a three-day session last August before school re-opening.

6. The high percentage of classes are using New Approach Mathematics as the result of

    (a) (Several) teachers attending the summer school
    (b) Sessions with teachers last spring and this fall arranged through the co-operation of public and separate school inspectors, principals, and Teachers Institutes.

7. All grade 7 and 8 teachers of the inspectorate are now attending a 15-week course in the New Approach Mathematics.

8. In conjunction with the Teachers Institute and the local secondary school I have set up courses for Grade 7 and 8 teachers. These...deal with both content and pedagogy.

9. I have organized an in-service programme in Grade 7 Mathematics for Grade 7 and 8 teachers of my inspectorate.

10. All teachers have taken at least one 10-week (2 hours per week) in-service training course.

...2

11. Monthly meetings are being held to pool problems and answer questions of the teachers of the Grade 7 course. Teachers of other grades also attend to gain an insight into the new ideas.

12. The teachers concerned participated in a ten-evening short course...(with the instruction) undertaken by local teachers who had taken the Departmental Summer Course of 1964.

13. A Mathematics Co-ordinating Committee has been set up to co-ordinate the work of the mathematics teachers in Grades 7, 8, 9, and 10. This committee meets weekly to provide direction for mathematics teachers in the inspectorate. This committee is composed of the head of the mathematics department at the high school, the principal of the Senior Public School, and teacher representatives.

14. Five meetings with each of the three groups (consisting of all teachers in the inspectorate) at which the Grade 7 course was covered as completely as possible have been held. 3/4 hours of school time (with the unanimous consent of all boards) and 1¼ hours of the teachers' time made a two-hour period for each of the fifteen meetings.

Appendix C

The 57 Comments from Inspectors Relating to Acceptance

1. Pupils and teachers have received the Grade 7 course with great enthusiasm.

2. The new programme has been well received by our staff.

3. No serious problem encountered in using Curriculum I.12A.

4. The teachers of Grades 7 and 8 who are instructing on the new approach course have found it inspiring and interesting. New challenges have been presented.

5. Classes observed and examined in my visits indicate that the children are interested and that the teachers who are using this course are making a good effort.

6. Teachers, pupils, and myself are enjoying the experience and are enthusiastic about results to date.

7. From the inspector's viewpoint, one of the greatest and unexpected results is the way in which the challenge has awakened a new interest and improved work on the part of most of the teachers who were "in a rut".

8. Most (teachers) are keen to get going (on the new approach) in the Primary and Junior Division.

9. The new (approach) mathematics is receiving enthusiastic reception by almost every pupil and teacher.

10. In my opinion there is enough teacher interest to justify the adoption of the material in all grades.

11. The programme has been well received and appears to have been satisfactorily introduced.

12. The Grade 7 course has been well received and the pupils are thinking in mathematics for the first time.

13. There is general enthusiasm for the new course and a desire (on the part of the teacher) to work diligently to become a competent teacher of it. We should capitalize on this feeling while it is strong.

14. New approach mathematics is being well received by pupils, teachers, and parents. No major problems to date.

15. The teachers are anxious to introduce the new courses.

16. We are very pleased with the interest and enthusiasm of the teachers and pupils in New (Approach) Mathematics.

17. All are enthusiastic about the new course.

18. Teachers are enthusiastic.

...2

19. Teacher adaptation to the "new thinking" is reasonably good but requires considerable effort in particular instances.

20. The support and enthusiasm of our teachers in introducing Curriculum I.12A has been most gratifying.

21. A few misinterpretations have been encountered.

22. The majority of the pupils seem to be making the adjustment to the new approach in mathematics very nicely.

23. A number of classes are taking more time to complete the units than that suggested in Curriculum I.12A. It is felt that this will rectify itself next year when the teachers are more familiar with the content.

24. Teachers in this area are extremely interested in learning about and teaching the modern approach to mathematics.

25. Both the teacher and the pupils are finding this course interesting and stimulating.

26. The teachers in this inspectorate have accepted the challenge and are apparently enjoying the new approach as much as the pupils are.

27. The Grade 7 course received with enthusiasm by pupils and teachers. It has put new life into mathematics.

28. Teachers and pupils are very interested and appear to be making excellent progress.

29. The teachers and pupils enjoy the new course and are very enthusiastic.

30. The new programme is being well received.

31. I found that there was a tendency to cover the course too quickly without first reinforcing the basic principles.

32. As teachers gain a feeling of confidence they are proving eager to attempt the New (Approach) Mathematics.

33. The new (approach) mathematics course is providing a challenge to both the pupils and the teachers. In general, the course has received a good response from parents and the public at large.

34. There is a high degree of interest in the course.

35. Great enthusiasm has greeted the introduction of the Grade 7 Mathematics Course.

...3

36. Most of the teachers and pupils are quite enthusiastic concerning Curriculum I.12A.

37. It is too early to properly assess the whole course, but I have received favourable comments from teachers teaching the new course. Nearly all pupils prefer the new approach; greater interest and better success evident.

38. Pupils enjoying studying the new (approach) mathematics and are doing fine.

39. So far both teachers and pupils seem enthusiastic about the new course.

40. The pupils are quite enthusiastic about the new concepts in mathematics and obtain better results in monthly tests.

41. We are encountering little difficulty in implementing the new course.

42. As I have visited the senior rooms I have made it a point to seek the pupils' opinions on the new course. The great majority indicate that they prefer it to the former work because (a) it is more interesting, (b) it is easier. Even pupils in slower streams have responded well.

43. All are pleased with results to date.

44. Teachers and pupils are very interested.

45. In most classrooms the teachers appear to require more than the suggested time. This may be due to lack of experience (with the course).

46. The pupils seem to enjoy the new approach to mathematics.

47. The interest displayed by teachers and pupils in the new course in this inspectorate is commendable.

48. All (teachers) except two (generally incompetent ones) state that they find the new course interesting and stimulating.

49. Indications are that the whole of Curriculum I.12A may not be covered in all classes.

50. This Curriculum I.12A is being well received by both teachers and pupils.

51. Teachers in this inspectorate are enthusiastic about the new (approach) mathematics. Results to date are very encouraging.

52. High enthusiasm and interest has been shown for the new approach.

53. Some teachers hold back because they do not feel qualified but will call for help from colleagues.

54. Pupils like the new mathematics.

55. There is an eagerness on the part of the teachers to use the new approach in grades below 7.

...4

56. Some of the classes are making better progress than others due to the fact that some of the teachers have had a summer course in Mathematics while others have taken a much shorter instruction.

57. To date, no major difficulties have arisen.

1964-65:19
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

Memorandum to Officials Concerned with Secondary Education

Re General and Advanced Levels of Instruction in Grade 13 (and in the proposed Matriculation Year)

The Minister of Education has approved the appointment of and the appointees to a Committee to consider the implications of general and advanced levels of instruction, as proposed in Recommendation No. 31 of the Report of the Grade 13 Study Committee, 1964.

The Committee invites informed and thoughtful suggestions from supervisory officials, principals, teachers, teaching staffs, or groups within teaching staffs.

Suggestions will be welcomed in the main areas of study, as follows: broad objectives of general and advanced level study; appropriateness of offering both advanced and general levels of study in each subject; the "core-plus" approach versus the "separate course" idea for each subject; the approximate amount of time per week for each of advanced and general level subjects; and the number of advanced and of general level subjects to be studied by one pupil.

Submissions should be received by November 6, 1964, and should be addressed to: Secretary of Advanced and General Committee, Registrar's Office, Department of Education, 44 Eglinton Avenue West, Toronto, Ontario.

W. R. Stewart

W. R. Stewart,
Deputy Minister of Education.

October 1, 1964.

OCT 16 1964
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DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

RE TYPE A BURSARIES

I am pleased to inform you that the Minister of Education has announced that Ontario Student-Aid Bursaries will be granted to students attending Diploma courses in Canadian universities, effective in the school year 1965-66.

Accordingly, commencing in the spring of 1965, Grade 13 students planning to take such a course may apply for Type A Bursaries in the same way as students planning to take Degree courses.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education

TORONTO, October 1, 1964.

No 20:1964-65
Elementary

JUN 23 1965
DEPARTMENT OF EDUCATIONAL
RESEARCH
ONTARIO COLLEGE OF EDUCATION
UNIVERSITY OF TORONTO

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

1. Form G60

The form that has been in use for some time for the approval of capital expenditures from current funds, Form G60, has been re-designed to meet the changes made in Section 13 (15) (d) of Regulations, General Legislative Grants, 1965. The new Form G60 is an application for approval of certain expenditures for the elementary and secondary school boards that are applicable in accordance with the Regulations.

One copy of the new Form G60 will be forwarded to each inspector when the supply has been received from the printer. The inspector is asked to requisition for an adequate supply and to destroy all copies of former printings.

The instructions for the use of Form G60 are printed on the form. The inspectors are asked to ensure that the new Form is used for any expenditures that are applicable and that have been made since January 1, 1965. The new procedure demands that approval of the expenditure be requested and received before the expenditure is made.

2. Purchase of School Buses

The Department of Education wishes to bring to the attention of the owners of school buses a request which has been received from some of the bus manufacturers.

In order to assist the manufacturers to make deliveries of buses on time and to distribute the production load over the school year, school boards and bus operators who are considering the purchase of new buses for the next school year are asked to place their orders as early in the year as possible.

3. Renovations Proposal

Where an elementary or secondary school board wishes to undertake the renovation of existing classroom accommodation and apply for legislative grant under the provisions of Section 13 (15) (c) of Regulations, General Legislative Grants, 1965, the inspector should request from the Technical Adviser's Office of the Department copies of the Building Proposal Forms for Renovations.

L. M. Johnston

for Assistant Deputy Minister.

May 26, 1965.

1964-65:21
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. Special Vocational Grant for Certain Library Books
2. Error in Memorandum 1964-65:26, Section 6, Statements of Standing
3. Examination Program in English for Students of Grades 9 to 12
4. Distribution of Principal's Confidential Report Form to Universities
5. Course Outlines for the Grade 12 Technical (Shop) Subjects

1. Special Vocational Grant for Certain Library Books

Boards, which are eligible for the Special Vocational Grant for Library Books as outlined in Memorandum 1963-64:41, are requested to forward their submissions to this Department at the earliest convenient date and, if at all possible, not later than February 1, 1965. Books listed in these submissions are not to be purchased until formal approval has been received by the Board.

It must be clearly understood that this grant is applicable to new facilities, which were obtained by actual additions to the school, and not to those obtained by alterations to existing areas or enlargements of them.

2. Error in Memorandum 1964-65:26, Section 6, Statements of Standing

Principals no doubt have realized that the phrase "Letters of Standing" as used in the last sentence of Section 6 of Memorandum 1964-65:26, should have read "Statements of Standing" in place of "Letters of Standing", in keeping with the title. You are requested to make this change.

A further comment should be made to clarify the heading of Examination Form No. 167A, "Report of Statements of Standing Issued to the End of June, 1965". On this form, soon to be distributed to schools, principals should include the names of pupils, not already included on the form submitted at the end of June, 1964, who left school during the summer or the school year 1964-65. On this list will be entered the names of those for whom Statements were completed and filed, pending request, and applicants who actually received them.

3. Examination Program in English for Students of Grades 9 to 12

Although a single paper is being used for the Grade 13 Departmental Examination in English in 1965, this does not imply the recommendation of a single paper at lower levels. Teachers of all grades should continue to give emphasis to a sound composition program. If a single examination paper in English is used in examinations in any grade other than Grade 13, students should be required to write essays and other types of writing under supervision, as before, either as part of formal examinations or in the classroom at other times in the year.

4. Distribution of Principal's Confidential Report Form to Universities

The Ontario Universities have agreed upon a uniform Principal's Report Form for use in reporting on candidates for university admission in 1965.

These forms are being printed and a supply will be distributed by the Department to each secondary and private school by the first week in December. Additional copies may be obtained, when needed, by writing to the Registrar's Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12.

5. Course Outlines for the Grade 12 Technical (Shop) Subjects

As announced in Circular 1964-65:12, uniform Departmental Examinations in the Technical (Shop) Subjects will be written in June, 1965, by Grade 12 students of the Four-Year Technical Course.

It has now been decided that 2½ hours will be allowed for the writing of each of these examinations. The date will be announced later. To arrive at the final mark of each candidate for the year, the same general principles will be applied as in 1964. (Reference Memorandum 1963-64:57).

Course outlines, which will serve as guides in preparing for these uniform examinations and which will indicate the expected depth of treatment of the topics, have been printed and will be distributed to the schools within a few days.

Each secondary school will receive one copy of the outline for each subject to be tested by a Departmental Examination. Principals are asked to hand the outlines to the Technical Director for the information of the teacher(s) concerned. Where a school does not offer the Technical Course, the outlines may be distributed to interested teachers or held for future reference.

W. R. Stewart

W. R. Stewart,
Deputy Minister of Education.

TORONTO 12, November 20, 1964.

No. 22:1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: ELEMENTARY SCHOOL INSPECTORS
SECONDARY SCHOOL INSPECTORS
PRINCIPALS OF TEACHERS' COLLEGES AND COLLEGES OF EDUCATION
OFFICIALS OF SUPERVISION AND TEACHER EDUCATION BRANCHES

Re: Regional Conferences of Supervision and Teacher Education Personnel

1. With reference to Memorandum No.21:1964-65, the practice teaching weeks at the Teachers' Colleges have now been selected and the conference dates have now been decided as follows:

Hamilton - Tuesday, November 23
Lakeshore - Friday, November 19
London - Thursday, December 9
Ottawa - Thursday, December 2
Peterborough - Wednesday, November 17
Stratford - Friday, December 10
Toronto - Monday, November 15
Windsor - Thursday, November 25

2. The Sudbury Conference will be held for two days: Wednesday and Thursday, February 2 and 3, 1966.

H. E. Elborn
Assistant Deputy Minister.

June 15, 1965.

1964-65:22
6500

Exam. 3

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

OCT 16 1964
DEPARTMENT OF EDUCATIONAL
[illegible]

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re: 1. The Single 3-hour Paper in Each of the Languages for the Grade 13 Departmental Examinations of 1965.

2. The Grade 13 Departmental Examinations in Botany and Zoology of 1965 and Biology of 1966.

The Principal is asked to bring this Memorandum to the attention of all teachers of Grade 13 classes.

1. The Minister of Education has announced that the Grade 13 Departmental Examination for 1965 in each of the languages, including English and Français, will be a single 3-hour examination.

Students who have, prior to June 1965, obtained standing in one of the language papers but not in both, may complete their standing in the subject only by obtaining standing in the single paper.

2. In June 1965 there will be separate examinations in Botany and Zoology, but in June 1966 there will be a single paper in Biology. Since there will not be separate examinations in Botany and Zoology in June 1966, students who have, prior to June 1966, obtained standing in either Botany or Zoology but not in both, may complete their standing in Biology in 1966 only by obtaining standing on the single paper in Biology.

W. R. Stewart

Deputy Minister

TORONTO 12, October 5, 1964

1964-65:23
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re The Grade 12 Departmental Examination in World History - Part II, 1965.

1. In June, 1965, there will be a uniform Departmental Examination in Modern History (World History - Part II) at the end of Grade 12 of the General Course. It will be a 2-hour paper. Principals are asked to bring the following information to the attention of all teachers of this course.

2. The examination has been planned to give adequate coverage of the course set forth on pages 18-26 of Curriculum S.9, 1962: History, Senior Division. Optional questions will be provided so that a teacher should not feel himself obligated to depart from a judicious selection of areas of emphasis or from the normally good procedures that have proved effective in achieving the aims of the course. Indeed, the student who reads widely, prepares reports and essays, and enters into the discussions of the classroom or the History Club should be at an advantage over the pupil who attempts to commit to memory a single textbook.

3. Circular 14, 1964, lists only two texts which are approved or recommended for use this year for World History, Part II. The Department asks that the principal select one text for purchase by the pupils and that the board provide some copies of the other text which is approved or recommended for use so that no topic in History will be seen through the eyes of a single author. Certainly other reference texts should be available for the use of the pupils.

4. The paper, which will not include any objective-type items, will be divided into Parts A, B and C. The approximate value of each part will be shown on the paper. A suggested time allowance for each question will be also shown on the paper. Students should be trained to organize their time wisely.

5. The student will be asked to answer six questions. He would be well advised to read the paper carefully, to make his selection of the options, and to answer the one question in Part A in the first half-hour. The question in Part A is of the traditional brief-answer type requiring identification and indication of historical importance. Part A will be worth about 26% of the total.

(over)

The student will be asked to answer one of the two questions in Part B of the paper. This question will require him to select relevant information, organize his material and present it effectively to make a comparison or develop a line of argument. As the answer will be marked subjectively, teachers should read the Comments on the Grade XIII History Examinations of recent years. This paragraph from the Comments in 1963 seems relevant: "The subjective question is an essential part of the final examination in that it tests the students' ability in historical organization and analysis. It is recommended that teachers familiarize their students with this type of question and marking by including it in term examinations." Part B will be worth about 24% of the total.

The student will be asked to answer four of the seven questions in Part C and should allow fifteen minutes to answer each question. Careful reading and interpretation of instructions will help him to be concise and relevant. Part C will be worth about 50% of the total.

A student should be aware that a mark is not awarded for "a point" but only for a clear statement of a fact or idea. For this reason "point form" answers must be penalized. He should observe sentence and paragraph structure.

W. R. Stewart

Deputy Minister

TORONTO 12, October 13, 1964

1964-65:24
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Physical and Health Education

The program in Health Education for Grades 7 through 12 is undergoing complete revision. The curriculum committee which includes teachers, representatives of the Ontario College of Education and the Ontario Teachers' Colleges together with medical doctors is expected to produce a course outline in 1965. It is anticipated that following the completion of the revision of the Health phase of the Physical Education course, consideration will be given to a revision of the Activities phase of the program.

The Department of Education is aware of the significant advances that have been made in the professional development of the teachers of Physical Education and in the resulting improvement of programs that can be offered to the students of the Province. The development of Curriculum I:5 was completed in 1952. In the interval a number of new activities have been introduced by some schools on an experimental basis. It has been found that these activities, when taught by a qualified teacher, can further extend the opportunities for student development.

Provided that permission of the board is obtained and that the activity is under the supervision of a qualified teacher, the following changes in Curriculum I:5 may be made:

Girls' Program, Grades 9-10-11-12

1. Games such as Speedball and Field Hockey may be added.
2. Track and Field events. All track events, High Jump, Long Jump and Shot Put may be introduced. Introduction of the Discus is recommended only when space is available.
3. The time allotment for the activity phase of the program is outlined on page 43 of Curriculum S.29:

Fundamental Movements	20-25 periods per year
Dance	20-30 periods per year
Games	40-50 periods per year
Gymnastics	10-15 periods per year

N.B. If swimming is taught, the time for each of the above-mentioned activities should be reduced.

(Over)

4. Since no more than 50% of the total time available should be devoted to games and track and field activities, it is strongly recommended that for Grades 9 and 10 no more than four or five different activities from this phase of the program be taken in any one year.

Boys' Program, Grades 9-10-11-12

1. No more than 15% of the time allotment should be spent on Football, Basketball, Gymnastics or Track and Field.

   N.B. If swimming is taught, the above percentage should be applied to the remaining activity periods.

2. Weight Training
   Wrestling
   Rugger
   Lacrosse
   Still Rings
   Trampoline

   may be introduced provided that the Board has given its approval and qualified teachers are responsible for the activity.

3. The section entitled "Basic Drill" may be eliminated.

4. Instruction in Javelin is not recommended for the curricular program.

General

1. One period per week for Health Instruction is obligatory in Grades 9-12 inclusive. Memorandum No. 20 of 1961-62, dated November 2, 1961, states: "In recommending pupils for the Secondary School Graduation Diploma on Form 360, principals are reminded that they must list in the proper column those who, for any reason, have not completed the course in Physical Education. Such pupils will not receive credit for this subject on the Diploma."

2. It is strongly recommended that the three activity periods, which are obligatory, be three single periods.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

October 7, 1964.

1964-65:25
6000

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Summer Seminar for Heads of Departments

PRINCIPALS ARE ASKED TO CALL THIS ANNOUNCEMENT

TO THE ATTENTION OF ALL TEACHERS

AT THE NEXT STAFF MEETING

The Department of Education will hold a summer seminar for heads of departments of secondary schools during the week of August 23-27, 1965, at the University of Western Ontario, London, Ontario. This week has been chosen to make it possible for teachers who mark papers or take university courses during the summer to have some holiday before undertaking this seminar.

Eligibility for Membership

Whereas this seminar is primarily planned to assist those who are at present heads of departments, if accommodation permits consideration will be given to applications from acting heads or specialists interested in becoming heads.

In order to accommodate as wide a variety of subject and geographic areas as possible, quotas will be set up for each subject group. Qualifications of applicants will be carefully considered and every effort will be exercised by the selection committee to process completed questionnaires in the order in which they arrive.

A supply of questionnaires is enclosed with this memorandum. Additional copies are available.

Staff

Departmental officials and outstanding heads of departments and secondary school administrators.

Purpose and Organization

General sessions, individual subject seminars, and special demonstrations will be included in a concentrated course designed to give maximum practical assistance to a head of department in such areas as the following:

(over)

(a) efficient organization and administration of a department;

(b) the duties of a Head as seen by the Superintendent, Principal, Inspector, and other teachers;

(c) effective in-service training for young teachers;

(d) the building of good courses of study for the various grade levels and Branches of the Secondary School Program;

(e) teaching-aid materials;

(f) texts and reference books in a subject field;

(g) testing procedures;

(h) supplementary reading and reference in all subject fields;

(i) any kindred topics in which the subject groups may be interested.

Fees and Living Accommodation

The fee for the course will be $15. Cost of accommodation and meals is $35 for the session. Commuters may purchase noon meals at regular student rates.

Previous experience has shown that those who lived in residence derived maximum benefit from the course.

Date of Course - Monday, August 23, to Friday, August 27 (inclusive).

Registration - Sunday, August 22 - 7:00 - 9:00 p.m.
Monday, August 23 - 8:30 - 9:30 a.m.

Place - University of Western Ontario, Sydenham Hall, London, Ontario.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

October 16, 1964.

1964-65:26
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. Reclassification of County Pupils, January 1, 1965
2. Distribution of Curriculum S.12B, Mathematics, Grade 12, Five-Year Programme, All Branches
3. Curriculum RP-46 (Revised 1964) Programme de Français - Classes Secondaires de Langue Française
4. Municipal Works Assistance Act, 1963
5. UNICEF (United Nations International Children's Emergency Fund)
6. Statements of Standing

1. Reclassification of County Pupils, January 1, 1965

Section 12 of The Secondary Schools and Boards of Education Act was amended at the recent session of the Legislature by adding subsection (1) (a) requiring county councils to pass by-laws before July 1, 1964, effective on January 1, 1965, adding all municipalities, or portions thereof, in the county, not already included in a high school district, to one or more high school districts.

The effect of this legislation is that the classification "County Pupils" will cease to exist as of December 31, 1964, and all reference to such pupils in the School Acts will be deleted as of January 1, 1965.

Secondary school principals should see that County Pupils are reclassified on January 1, 1965, at the back of the class Registers of Daily Attendance as either "Pupils Resident in This Secondary School District" or "Pupils Resident in Other Secondary School Districts", as the case may be.

This legislation has no effect upon the status of "Pupils Resident in the Territorial Districts" of Northern Ontario.

2. Distribution of Curriculum S.12B, Mathematics, Grade 12, Five-Year Programme, All Branches

Copies of this publication are being sent to the schools. The principal is asked to distribute them to the teachers of Mathematics.

Attention is directed to the fact that this course does not become effective until September, 1965. Distribution at this time is for information and study only.

3. Curriculum RP-46 (Revised 1964) Programme de Français - Classes Secondaires de Langue Française

Principals are requested to bring this memorandum to the attention of all teachers of Français.

In RP-46, page 60, 11e ANNÉE, under the heading, LE PROGRAMME COMPREND LES PARTIES SUIVANTES, the following titles should replace those listed under Section 2, parts (a) (b) (c):

a. L'Avare
b. Le Médecin malgré lui
c. Les femmes savantes OU Le malade imaginaire

(Over)

4. Municipal Works Assistance Act, 1963

The final date for the submission of an Application for a Commitment for a Loan under the Municipal Works Assistance Act, 1963, has now been established as November 30, 1964.

Memorandum No. 3, dated August 31, 1964, entitled Loans and Debentures, is now available from the Department of Municipal Affairs, Municipal Subsidies Branch, 801 Bay Street, Toronto 5.

5. UNICEF (United Nations International Children's Emergency Fund)

UNICEF (United Nations International Children's Emergency Fund) is a branch of the United Nations Association devoted to the welfare of the world's children, and is regarded as a children's crusade for children and by children. This is being brought to the attention of secondary school authorities with the understanding that this programme may be introduced into secondary schools with the consent of the school boards. (Ref: Memorandum 1963-64:1, Section 5.)

6. Statements of Standing

If a pupil leaves school after completing Grade 10 but without standing for a diploma or a certificate issued by the Department, provision has been made for the principal to issue to him on request a Statement of Standing on a form supplied by the Department (Ref: Circular H.S.1, 1964, page 37, section 3, and Memorandum 1963-64:62, section 2 (c)). Several principals have inquired regarding the classification on Form Statistical 37, Section F (5) and (6) of pupils who leave school but do not request a Statement of Standing.

It is now recommended that Statements of Standing be prepared for all pupils who leave and are entitled to them and that they be retained in the files until requested, possibly even years later. Classification on Form Statistical 37 in future will then be made on the basis of pupils entitled to Letters of Standing, whether these are actually issued to the pupils or kept on file pending request.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

October 19, 1964.

1964-65:27
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re International Mathematics Contest, 1965

The Department is pleased to support the Canadian Association of Actuaries and the Canadian Congress of Mathematics in sponsoring the Mathematics contest in the secondary schools of Ontario again this year. It will be written on March 4, 1965.

The rules of the contest will be similar to those of 1964. If the principal has not received an invitation for his school to participate by December 31, he may write to Mr. Frederick R. Colquhoun, Associate Actuary, Imperial Life Assurance Company, Toronto 1, Ontario.

For purposes of this Contest, Ontario, Quebec, and New York State north of latitude 42°N constitute Region II. In 1964 for this Region the teamscore ranking in the first decile of participating schools was as follows (numbers omitted are those of New York schools):

1. University of Toronto Schools 2. Fort William C.I. 3. Buffalo Bennett H.S. 4. Niskayuna H.S., Schenectady 5. W. L. MacKenzie C.I. 7. Trinity College School 11. Downsview S.S. 12. Outremont H.S., Montreal 13. Lisgar C.I., Ottawa 14. The High School of Montreal 15. Vincent Massey C.I., Etobicoke 17. Ridley College 20. Hillfield-Strathallan Colleges 20. (tie) North Toronto C.I. 24. O'Neill C. & V.I., Oshawa 25. St. Jerome's Private School, Kitchener 26. Walkerville C.I. 27. Mont-Saint-Louis College H.S., Montreal 28. Ridgemont H.S., Ottawa 30. Riverdale C.I. 32. David and Mary Thomson C.I. 34. St. Patrick's College, Ottawa 36. North Albion C.I. 37. Oakwood C.I. 39. Nepean H.S. 40. London South S.S. 41. Leaside H.S. 42. R.H. King C.I. 43. Winston Churchill C.I., Scarborough 43. (tie) Runnymede C.I. 45. Burford District H.S. 46. Upper Canada College 47. St. Catharines C.I. & V.S. 47. (tie) Forest Hill C.I. 50. St. Michael's College School 51. Earl Haig S.S. 52. Thistletown C.I. 53. Belleville C.I. & V.S. 56. York Mills C.I. 61. Alderwood C.I. 62. Bathurst Heights S.S. 64. Prince Edward C.I., Picton 65. Michael Power Private School 66. Nickel District C. & V.I. 67. Nelson H.S., Burlington 68. Royal York C.I. 69. T. A. Blakelock H.S., Oakville 70. Etobicoke C.I. 70. (tie) Lakeview H.S., Port Arthur.

Individual Ontario winners in the first fifteen places in Region II were as follows:

1. Ferch, Richard L., Fort William C.I. 3. Ross, Michael J., University of Toronto Schools 5. Gough, John H., O'Neill C.& V.I., Oshawa 6. Amos, Bruce M., Oakwood C.I. 10. Weinstock, Joseph, W. L. MacKenzie C.I. 11. Evans, Geoffrey T., Lisgar C.I., Ottawa 13. Cisarchuk, James W., St. Jerome's Private School, Kitchener 15. Bierstone, Ed, Downsview S.S.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

October 19, 1964.

964-65:28
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Prizes Awarded by the Canadian Mathematical Congress

The Canadian Mathematical Congress has recently named the winners of mathematical rizes which it awards on the basis of the marks obtained on the Grade 13 Departmental xamination in Problems, 1964. Cheques are being forwarded by the Secretary of the anadian Mathematical Congress to all those successful in winning an award.

Provincial Winners - $50 each

($50 additional for District Winners below)

Michael D. Nutt	Trafalgar H.S., Oakville	77 marks
Bruce M. Amos	Oakwood C.I., Toronto	72 "
Richard A. Holt	Peterborough C.V.S.	70 "
Frederick H. Heutink	Barrie District Central C.I.	67 "

District Winners - $50 each

Essex County		Arthur H. Zalev	Walkerville C.I., Windsor
Elgin, Kent, Lambton, Norfolk		Robert A. McLaren	Watford D.H.S.
3. Middlesex, Oxford		D. Marc Kilgour	Ingersoll D.C.I.
4. Bruce, Grey, Huron, Perth, Wellington		Peter M. Brewster	Owen Sound C. & V.I.
5. Brant, Haldimand, Waterloo		James W. Cisarchuk	St. Jerome's Pr. Sch., Kitchener
6. Lincoln, Welland		Ian C. M. Adam	Grimsby D.H.S.
7. Wentworth		Clifford M. Will	Glendale S.S., Hamilton
8. Dufferin, Halton, Peel, Simcoe		Michael D. Nutt	Oakville-Trafalgar H.S.
9. Toronto City west of Yonge Street		Bruce M. Amos	Oakwood C.I., Toronto
0. Toronto City east of Yonge Street		Arthur E. Sedgwick	North Toronto C.I., Toronto
1. Etobicoke, Mimico, New Toronto, Weston, York Twp.	tie $20 each	(Robert O. Marks (Robert L. Sunday (David S. M. Youngs	Royal York C.I., Etobicoke Michael Power Pr. Sch., Etob. N. Albion C.I., Etobicoke
2. East York, Forest Hill, Leaside, North York	tie $20 each	(Douglas Forkes (Alexander H. Kennedy (Joseph Weinstock	Victoria Park S.S., North York Earl Haig S.S., North York Wm. Lyon Mackenzie C.I., N. York
3. York County, including Scarborough but excluding other municipalities of Metropolitan Toronto		Richard B. Simpson	D. & M. Thompson C.I., Scar.
4. Cochrane, Nipissing, Parry Sound, Sudbury, Temiskaming		John P. P. Lynch	St. Charles College, Sudbury

(Over)

15. Algoma, Kenora, Manitoulin, Rainy River, Thunder Bay	Richard L. Ferch	Fort William C. I.
16. Haliburton, Muskoka, Northumberland and Durham, Ontario, Peterborough, Victoria	Richard A. Holt	Peterborough C.V.S.
17. Frontenac, Hastings, Lennox and Addington, Prince Edward, Renfrew	John J. Millson	Kingston C.V.I.
18. Carleton	John P. Curley	St. Patrick's College, Ottawa
19. Lanark, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry	No award	

The Minister wishes to express to all the prize-winners his personal congratulations and those of the officials of the Department of Education on their splendid achievement in this special field of mathematical problems.

The Canadian Mathematical Congress will again offer a number of cash prizes to Grade 13 students of Mathematics across the province who show promise of outstanding mathematical ability as indicated by their work in the Departmental Grade 13 Problems paper to be written in June 1965. The conditions are listed below:

1. The competition is open to all bona fide day-time students who have been in regular attendance in the public or private secondary schools of Ontario during the school year 1964-65.

2. The areas, of roughly equal population, into which the province is divided for purposes of this competition in 1965 are shown above in the list of winners for 1964. A prize of $50 is offered for competition among the pupils attending the secondary schools in each of these nineteen geographical areas. In addition, four prizes of $50 each will be awarded on a province-wide basis. One of these may be held by a candidate whether or not he has obtained an area award.

3. The winners will be selected on the basis of their marks on the Problems paper for 1965. In general, a prize will be awarded to the candidate who stands highest among those writing from the public or private secondary schools located within a particular area. However, the Awards Committee acting for the Canadian Mathematical Congress will have final authority. In their sole discretion they may withhold the award in an area where no candidate has obtained a reasonably high mark and may transfer it to an especially deserving candidate from another area.

4. No special application is necessary. All pupils writing the Problems paper will automatically be considered candidates for the various prizes.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

October 26, 1964.

1964-65:29
6500

Exam. 4

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Clarification of Certain Statements in Curriculum S.8

Principals are asked to bring this Memorandum to the attention of all teachers of Grade 13 classes.

Curriculum S.8, which is entitled "Curriculum Bulletin, Announcement of Changes in the Courses of Study for Grade 13, Effective in the School Year 1964-65,"

(a) indicates the deletions of subject content for the Grade 13 examinations of 1965; and

(b) provides a guide for teachers to the most advantageous use of the additional time which will be at their disposal because of the reductions.

It is now considered advisable to draw the attention of teachers and students to the following statements, which should be read in conjunction with Curriculum S.8.

1. Relation between Curriculum S.8 and Circular 58, Prescriptions for 1964-65

The prescriptions in Français, Latin, Greek, French, German, Spanish, Italian, Russian and Music as outlined in Curriculum S.8 have precedence over those in Circular 58 in those instances where there might appear to be conflict.

2. History

Re Part B, Suggestions for Teaching in Depth, on page 24 of Curriculum S.8.

It need scarcely be pointed out that three topics appearing on page 24 as illustrations of studies in depth encompass major parts of the course. It should therefore be understood that the content represented by these topics is not excluded from the examination.

(over)

3. Trigonometry and Statics

Re Item 2 under "Topics in Trigonometry"on page 33 of Curriculum S.8.

The first line should begin, "The limit of

$\frac{\theta}{\sin\theta}$ as θ approaches zero" ....

4. Modern Languages (French, German, Spanish, Italian, Russian)

The attention of Modern Language teachers of Grade 13 is called to page 36 of Curriculum S.8. The last sentence in Part A states:

> "The vocabulary used in teaching grammar and structure will be that in everyday use and not specifically that found in the prescribed authors text."

In effecting a reduction in the existing courses, a change has been made in the former examination policy of using vocabulary from the prescribed authors texts in the numbered sentences and connected prose passages which formed part of the translation portion of the papers.

On the 1965 single Grade 13 papers in Modern Languages, notwithstanding the last sentence of paragraph 3 of the note on page 11 of Circular 58 with respect to French, there will be no connected prose passage for translation from English, and the vocabulary of the disconnected (numbered) sentences will consist of high-frequency words of everyday use. It is not to be assumed, therefore, that the vocabulary of these sentences will be taken as heretofore mainly from the prescribed authors texts.

Candidates will, of course, need to have a sufficient knowledge of the vocabulary of the prescribed authors texts in order to answer the comprehension questions based on those texts.

W. R. Stewart

Deputy Minister

TORONTO, November 5, 1964

Note. Memoranda regarding the Grade 13 Departmental examinations of 1965 in English and in Français will be issued in the near future.

1964-65:30
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. Student-Aid Bursaries
2. Gymnasium and Library Facilities in Secondary Schools

1. Student-Aid Bursaries

From time to time the Department of Education receives letters from parents of secondary school students regarding the presentation of bursary awards at commencement exercises. In many cases bursaries are announced as if they were given for outstanding scholastic achievement, whereas only second class standing is required as a minimum, and financial need is the main factor governing the award.

Principals are asked to distinguish between Scholarships or Prizes which are given in recognition of outstanding work, and Bursaries which are awarded on the basis of financial need. Since no special honour is attached to the latter awards, these should not receive undue publicity and should not really be presented as scholarships.

2. Gymnasium and Library Facilities in Secondary Schools

(a) If an addition is planned for a secondary school which has an enrolment exceeding 200 but does not have a gymnasium, an amount of $50,000 may be approved for grant purposes for a single gymnasium.

(b) In a school with pupil enrolment estimated to reach 1000 within 5 years, an amount of $25,000 may be approved for grant purposes for an addition to a library approximately equal in area to an existing library, in order that the combined area will provide a minimum total area of 2000 square feet for library services.

On a proposal for a new school to serve a pupil enrolment exceeding 1000, an amount of $50,000 may be approved for grant purposes for library space of at least 2000 square feet.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

October 27, 1964.

1964-65:31
11000

ONTARIO
DEPARTMENT OF EDUCATION

OFFICE OF THE CHIEF DIRECTOR

Memorandum to Directors and Superintendents
Elementary and Secondary School Inspectors
Secretaries of School Boards
Departmental Officials

Re New Branches or Divisions, Department of Education

Three new services have been established in the Department of Education during 1964. Each of these is located in the main office building of the Department at 44 Eglinton Avenue West, Toronto 12, just across from the Eglinton Subway Terminal. Information regarding each of these branches or divisions is given below.

Service	Director	Room No.	Telephone
Information Branch	C.H. Williams	218	365-5429
Policy and Development Council	J.B. St. John	222	365-5427
Division of School Planning and Building Research	F.J.K. Nicol	616	365-5348

F. S. Rivers

Chief Director of Education.

44 Eglinton Avenue West,
Toronto 12, Ontario,
November 23, 1964.

1964-65:32
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

Memorandum to Directors and Superintendents
Elementary & Secondary School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Departmental Officials

Re: Board-Sponsored Winter Courses for Teachers, for Certificate Credit

During 1964, the Minister of Education, the Honourable Wm. G. Davis, was approached by the Directors of Education of Ontario with a request that School Boards be permitted to conduct winter courses for teachers, which would lead to the same certificates as are granted for equivalent Departmental summer courses.

Acting on this request, permission was granted to five Boards to conduct pilot winter courses during the current school year. The pattern now having been established, approval may be given to any Board, which can satisfy the requirements, to operate such courses. Details of these requirements are outlined on the reverse side of this memorandum.

It should be understood that the provision of accommodation, the selection and payment of staff, and the collection of fees, will be the responsibility of the sponsoring Board(s). The Department cannot undertake to provide staff or financial assistance for winter courses.

You are requested to bring this information to the attention of School Boards.

Please note that inquiries regarding winter courses should be directed to the Superintendent, Professional Development Branch, Department of Education, 40 Eglinton Avenue East, Toronto 12.

F. S. Rivers

Chief Director.

Toronto, Ontario,
December 2, 1964.

(over)

Re: Board-Sponsored Winter Courses for Teachers, for Certificate Credit

The Minister of Education, the Honourable Wm. G. Davis, has approved the following:

1. A Board desiring to operate a winter course for teachers, leading to a Department of Education certificate, will submit a request, in writing, to the Minister of Education, on or before April 1. (See Note 1)

2. Only courses for which the Department presently gives a certificate, and for which the Board(s) can provide a sufficient number of qualified staff members may be offered. (Two or more Boards may act as co-sponsors of a course). (See Note 2)

3. Admission requirements, attendance, regulations, and hours of instruction will be the same as those for equivalent summer courses. (See Note 3)

4. Course content, assignments, examinations, and qualifications of staff are subject to approval by the Department.

5. The Department reserves the right to exercise such supervision of a course as is deemed necessary.

6. Where it is reported to the Minister that too few candidates are in attendance, or that a Board has failed to supply an adequate number of qualified and experienced staff members to conduct a course effectively, or that the regulations of the Department are not being observed, the Minister may withhold certificate credit for such a course.

Notes:

Note 1. During the 1964-65 school year permission was granted to five Boards to conduct Winter Courses for teachers, for certificate credit, as pilot projects. The pattern now having been established, all Boards which can satisfy the requirements, may operate such courses, providing that application is made on or before April 1, to conduct a course in the following school year.

Note 2. Selection and payment of staff, and the collection of fees, will be the responsibility of the sponsoring Board(s). The Department cannot undertake to provide staff or financial assistance for winter courses.

Note 3. The principal of each Winter Course will submit to the Professional Development Branch, Department of Education, on or before August 1, a topical outline indicating the content of the course to be offered.

(cont'd)

Note 4. Admission requirements for all courses are outlined in the Regulations re Special Certificate (Copies are available on request).

Attendance regulations permit necessary absence of 3 days during a Departmental Summer Course. Absence of more than 3 days is reported to the Department for decision. An absence of more than 5 days, for any reason, prevents a candidate from receiving a certificate. For Winter Courses the same rule should apply with "session" being substituted for "day".

Hours of instruction in Departmental Summer Courses may not be fewer than 120. For Winter Courses there will be a minimum of 100 hours of classroom instruction plus 20 hours for reading, study, and assignments.

Note 5. Departmental Summer Courses for certificate credit require that a minimum number of full-time instructors be employed. As the number varies, depending on the type of course, Boards are advised to consult the Professional Development Branch, Department of Education, before making application.

Note 6. The Professional Development Branch of the Department will act in an advisory capacity to Boards requesting such service.

F. S. Rivers

Chief Director.

Toronto, Ontario,
December 2, 1964.

1964-65:33
6500

EXAM. 5

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re the Grade 13 Departmental Examination in English, 1965

Reference: Chapter 4 of the Report of The Grade 13
Study Committee, 1964 (Recommendation Nos. 4 and 7)

Principals are asked to bring this Memorandum to the attention of all teachers of Grade 13 English classes. It should be noted that the basis for English (and also for Français) with respect to the "25%" differs from the basis for the other subjects.

A. General Information

1. In 1965 the final Departmental standing for candidates in Grade 13 English who have been in regular attendance in day or evening classes of a secondary school or an inspected private school will be calculated as follows.

   (a) 75% of the final standing will be based on the single Departmental examination in English written in June; and

   (b) 25% of the final standing will be based on the mark which in the opinion of the principal and teacher represents the candidate's proficiency in writing as indicated by essays which he has written during the year.

2. The written Departmental examination in June will follow in general the pattern of the Experimental Single Paper in English which was used in a few schools in 1962-63 and the similar Experimental Single Paper which was used in all schools in 1963-64.

   Teachers are advised to give careful study to the recommendations concerning a single paper in Grade 13 English contained in Memorandum 1964-65:16 (Exam. 2), although it must be understood that the 1965 examination paper will not necessarily include in detail every suggestion or recommendation in that Memorandum. Also, Circular S.4C, Memorandum re Grade 13 Departmental Examinations in English, 1964, which includes specific guides for 1964-65, should receive careful attention.

   Copies of the Experimental papers in English are not available in sufficient numbers for students, but a teacher of Grade 13 English who has not a copy of either of the papers on file may write for a copy to the Secondary Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12.

(over)

B. The Writing Mark

1. The writing mark is to be based on at least four essays written by the candidate during the school year 1964-65.

2. At least two different types of essays are to be included in calculating the writing mark, and two of the four essays are to be written in the school under supervision, either as part of formal examinations at Christmas and Easter, or in the classroom under supervision at any time during the year.

3. The longer critical essay, or literary essay, based on some phase of the English Literature part of the course, may weigh more heavily than one of the shorter essays, if this type of essay is included as one of the essays used in calculating the writing mark. Its relative weight will vary according to the topic and the length of the essay, but twice the weight of one of the short essays seems reasonable.

4. Essays written in 1964-65 are not to be submitted to the Department in 1965, but the student's essay notebook or file of essays should be readily accessible in the schools for the perusal of Provincial or Municipal Inspectors during the school year 1964-65.

5. Principals and teachers will be asked to submit the writing mark for each candidate before the June examination is written. The mark submitted is to be on the basis of 100, even though it will eventually carry the weight of only 25% of the final standing.

6. The writing mark will be a confidential mark.

C. Assistance for teachers in the marking of essays

In addition to the usual supervisory program carried on by inspectors, principals, heads of departments, and others, the Department of Education is encouraging the organization of marking seminars in all parts of the Province. These seminars will be a valuable part of the in-service training program for all teachers of English, especially those at the Grade 11, 12 and 13 level.

Material for use in the seminars has been sent to the Provincial District Inspectors and to Municipal Superintendents and Inspectors. This material includes suggestions and recommendations to be used with the 1964 edition of Circular S.4C in the organization of in-service training work in the marking of essays.

Heads of departments and other teachers who serve as Chairmen of the marking seminars may obtain copies of the material for their own use upon request to the Secondary Education Branch of the Department of Education, if they do not receive copies from a Provincial Inspector or a Municipal Superintendent or Inspector.

The 1964 edition of Circular S.4C includes detailed marking guides and a large number of graded sample essays, each with a critical comment which explains the grading. These specific guides will acquaint teachers with established marking standards in English Composition and will, therefore, assist them in submitting a reliable assessment of their students' writing ability for 1964-65.

W. R. Stewart

Deputy Minister

TORONTO 12, November 10, 1964.

Note. A memorandum regarding the Grade 13 Departmental examination of 1965 in Français will be issued in the near future.

Also, at a later date there will be a memorandum regarding confidential marks in English and Français to be used at the Department in the case of candidates who become entitled to be considered for aegrotat standing.

1964-65:34
6500

Exam. 6

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re the Grade 13 Departmental Examination in Art, 1965

Reference: Chapter 4 of the Report of The Grade 13
Study Committee (Recommendations Nos. 3 and 8)

1. General Information

In 1965 the final Departmental standing for candidates in Grade 13 Art who have been in regular attendance at a secondary school or an inspected private school will be calculated as follows:

(a) 25% of the final standing will be based on the mark which in the opinion of the principal and teacher represents the candidate's proficiency in all phases of the course (i.e. history and theory of art and practical work) as reflected in his year's work; and

(b) 75% of the final standing will be based on,

  (i) a portfolio to be submitted to the Department before the June Departmental examination is written, and

  (ii) the Departmental examination to be written in June.

The portfolio will account for 30% of the 75% and the examination written in June will account for 70% of the 75%.

2. Private-Study Candidates

Private-study candidates will be permitted to take the examination, and will have their final Departmental standing based on the portfolio and the Departmental examination written in June. The mark will be based on a total of 100 marks.

Private-study candidates are advised to make application, on or before April 8, 1965, to the Principal of the school where they intend to write the June examination, in order that a supply of question papers may be available at that school.

(Over)

3. Examination Centres for Grade 13 Art

Since the special facilities of an Art room will not be required for the June Departmental examination this year, a candidate may write the Art examination at the examination centre at which he will normally write any paper.

4. Written work only, on the June Departmental Examination

At the Departmental examination written in June the candidate will be asked to answer questions on

(a) the history and theory of art; and

(b) one of the reproductions of art which will be provided.

There will be no question requiring a formal drawing or painting on the written examination in June.

5. Requirements for Portfolios

(a) The portfolio is to contain,

(i) six pieces of work selected from Section 1, units one to six, with not more than two pieces selected from any one unit, and

(ii) four pieces of work selected from Section 2, options one to eleven, with not more than one piece selected from any one option.

(Reference: Curriculum S.13, Course of Study in Art, pp. 11-17)

(b) The size of each piece must not exceed 18 inches by 24 inches.

(c) Three-dimensional work will not be accepted because of the difficulties involved in shipping and handling.

(d) Framed material is not to be submitted.

(e) If the medium used is likely to smudge, a fixative must be applied to prevent smudging. If a work in oil is submitted, the medium must be completely dry before it is packaged.

(f) The work submitted should be clean and neat.

(g) No name or signature or identifying mark, either of the candidate or the school, is to appear on any of the pieces of work.

(h) Exactly ten pieces are to be submitted.

6. Certification of the Candidate's Work

(a) Each candidate who has been in regular attendance at a secondary school or an inspected private school will be required to certify that he has produced in regular school classes during the school year 1964-65, without assistance from anyone, the ten pieces of flat work which he is submitting.

The signature of the candidate, the principal and the Art teacher will be required on a form of certification to be provided by the Department.

(b) A private-study candidate will be required to submit a legal affidavit certifying that he has produced, without assistance from anyone, during the period from September 8, 1964 to June 4, 1965, the ten pieces of flat work which he is submitting.

(c) The form of certification must be affixed to each portfolio.

7. Submission of Portfolios

(a) Each candidate must submit his portfolio by June 4, 1965, to the principal of the school where he is writing the examination. The principal will send in one shipment by June 11, 1965, all the portfolios to Mr. M. Lake, Registrar's Branch, Department of Education, 26 Breadalbane Street, Toronto, Ontario.

(b) Each package of ten pieces should be wrapped separately. Care should be taken to ensure that the pieces of flat work will not be damaged in shipment. The Department will assume no responsibility for any damage which may occur in transit.

(c) The name of each candidate is to be printed clearly on each portfolio or package containing the ten pieces of work, but not on any of the pieces.

8. Return of Portfolios to candidates

On or about February 1, 1966, the portfolios will be returned to the Principal of the school at which the candidate writes the June examination. Each candidate is asked to make arrangements with the Principal for the return of his portfolio.

F. S. Rivers

Chief Director of Education.

TORONTO 12, November 13, 1964.

1964-65:35
6500

ONTARIO

DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Comments on Grade 13 Examinations, 1964

1. Copies of comments prepared by the members of the Committees in charge of marking the 1964 Grade 13 examination papers are being sent to principals.

2. Principals are asked to hand the copies to the Grade 13 teachers concerned.

3. The Comments have been arranged in sets as follows:

   Set No. 1 - History
   Set No. 2 - Algebra
   Set No. 3 - Geometry
   Set No. 4 - Trigonometry and Statics
   Set No. 5 - Biology
   Set No. 6 - Physics
   Set No. 7 - Chemistry
   Set No. 8 - Latin and Greek
   Set No. 9 - French
   Set No. 10 - German
   Set No. 11 - Français
   Set No. 12 - Spanish
   Set No. 13 - Italian
   Set No. 14 - Russian
   Set No. 15 - Geography
   Set No. 16 - Commercial Subjects
   Set No. 17 - Music
   Set No. 18 - Art
   Set No. 19 - Problems

4. No additional copies of the Comments are available for distribution.

5. Teachers are reminded that the exact type of question or evaluation may not be used again. Marking schemes vary from year to year according to the character of the questions. This material is not intended as a teaching guide but as information which may be useful, in a general way, to teachers.

6. Circular S.4C

The comments on English Composition and English Literature are contained in Circular S.4C, which has been sent to the schools.

Since this Circular contains material of interest to all teachers of Grades 11, 12, and 13 English, one copy should be given to each teacher of these classes and the remaining copies, if any, distributed to teachers of Grade 13 classes.

The supply of Circular S.4C is limited. It is not a handbook for pupils. Consequently, teachers are asked to refrain from asking for additional copies except where the number received is insufficient for teachers' use.

W. R. Stewart

Deputy Minister of Education

TORONTO, November 25, 1964.

1964-65:36
6500

Exam. 7

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re the Grade 13 Departmental Examination in Français, 1965

Reference: Chapter 4 of the Report of The Grade 13 Study Committee, 1964 (Recommendation Nos. 4 and 7)

Principals are asked to bring this Memorandum to the attention of all teachers of Grade 13 Français classes. It should be noted that the basis for Français (and also for English) with respect to the "25%" differs from the basis for other subjects.

A. General Information

1. In 1965 the final Departmental standing for candidates in Grade 13 Français who have been in regular attendance in day or evening classes of a secondary school or an inspected private school will be calculated as follows.

   (a) 75% of the final standing will be based on the single Departmental examination in Français written in June; and

   (b) 25% of the final standing will be based on the mark which in the opinion of the principal and teacher represents the candidate's proficiency in writing as indicated by essays which he has written during the year.

2. The Grade 13 Study Committee, 1964 suggested in its Report that an experimental single paper in Français be prepared and distributed early in 1964-65 in order that the teachers of this subject might have an indication of the nature of such an examination. (It will be recalled that experimental single papers in English were used by a few schools in 1962-63 and by all schools in 1963-64.)

   The suggestion for an experimental single paper in Français was discussed by Inspectors and teachers concerned. It was decided instead to give the teachers an idea of the probable format of the examination paper. (Similar assistance has been given in English through the use of the experimental paper, and in French through the details of Circular 58, Prescriptions for 1964-65.) Accordingly, the Minister has approved the issuing of the information given in section 3, below.

(over)

3. The distribution of emphasis among the various topics on the written June Departmental examination in 1965, on which 75% of the final standing will be based, will be approximately as follows.

Part A (70% of the total marks on the paper)

1. Short-answer questions based on the Littérature program as outlined in Circular 58 and Curriculum S.8.

2. Two essay-type questions based on Andromaque and selections from Beaux Textes. These two questions will be marked for style as well as content.

Part B (15% of the total marks on the paper)

Questions involving style appreciation will be based on a prose selection as sight work.

Part C (15% of the total marks on the paper)

Objective-type questions based on grammar and vocabulary.

A total of not more than 10% of the marks on the written paper will be allotted to the essay-type answers under Part A for organization and style.

4. The Writing Mark

1. The writing mark is to be based on at least four essays written by the candidate during the school year 1964-65.

2. At least two different types of essays are to be included in calculating the writing mark, and two of the four essays are to be written in the school under supervision, either as part of formal examinations at Christmas and Easter, or in the classroom under supervision at any time during the year.

3. The longer critical essay, or literary essay, based on some phase of the Littérature part of the course, may weigh more heavily than one of the shorter essays, if this type of essay is included as one of the essays used in calculating the writing mark. Its relative weight will vary according to the topic and the length of the essay, but twice the weight of one of the short essays seems reasonable.

4. Essays written in 1964-65 are not to be submitted to the Department in 1965, but the student's essay notebook or file of essays should be readily accessible in the schools for the perusal of the Inspectors during the school year 1964-65.

5. Principals and teachers will be asked to submit the writing mark for each candidate before the June examination is written. The mark submitted is to be on the basis of 100, even though it will eventually carry the weight of only 25% of the final standing.

6. The writing mark will be a confidential mark.

5. Standard for Essays

In order to assure adequate standards for essays to be written during the year, the inspectors concerned will discuss essay standards with Grade 13 teachers of Français.

For this purpose, a collection of six essays have been graded and prepared for distribution to the schools. The comments offered at the end of five of these essays, based on a grading scheme which will also be distributed, should offer adequate guidance as to the value of the essay work of individual students.

W. R. Stewart

Deputy Minister

TORONTO 12, November 30, 1964.

Note. At a later date there will be a memorandum regarding confidential marks in Français to be used at the Department in the case of candidates who become entitled to be considered for aegrotat standing.

1964-65:37
6500

ONTARIO
DEPARTMENT OF EDUCATION

INFORMATION ABOUT DIPLOMAS, CERTIFICATES, AND STATEMENTS OF STANDING ISSUED UNDER THE AUTHORITY OF THE DEPARTMENT OF EDUCATION ACT AND REGULATIONS

This information is issued to schools as a numbered memorandum, copies of which may be useful to employers. Additional copies may be obtained from the Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario.

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1. The Secondary School Honour Graduation Diploma of the General Course was granted
   - (a) up to and including June, 1963, to a candidate who obtained standing in English Composition and English Literature and six other Grade 13 papers;
   - (b) in June, 1964, to a candidate who obtained standing in either English Composition and English Literature or Composition Française et Littérature Française and six other Grade 13 papers.

NOTE: (i) The Grade 13 Departmental Certificate shows the actual marks which a candidate obtained in the examination. Prior to 1948, Grade 13 was known as Upper School. Results were indicated as follows: Proficiency standing (column A, by papers), and Honour standing (column B, by subjects):

		A	B
First	(75 - 100)	1st	I
Second	(66 - 74)	2nd	II
Third	(60 - 65)	3rd	III
Credit	(50 - 59)	C	

(ii) To date, the Secondary School Honour Graduation Diploma has not been granted to night-school, private-school or private-study pupils but will be granted to eligible pupils in 1965.

2. The Secondary School Honour Graduation Diploma of the Technical Course is granted to a candidate who completes successfully the one-year Grade 13 Technical Course in day classes. The Secondary School Graduation Diploma of the Technical (formerly Industrial) Course is a prerequisite for admission to this Course. This Technical Course is offered in only a very few schools and will not be introduced elsewhere.

3. The Secondary School Graduation Diploma is granted to a candidate who completes successfully one of the courses of study in Grades 11 and 12. The Diploma is one of the following types: General, Art, Commercial, General-Technical, Home Economics, or Technical. In Commercial, Home Economics and Technical, the special subject of training is also printed on the Diploma.

NOTE: This Diploma has been issued since 1941. Prior to 1951, Middle School (Grades 11 and 12) certificates showing Departmental standing were also issued. Results were indicated as follows:

First Grade Proficiency	(75 - 100)	- 1st
Second Grade Proficiency	(66 - 74)	- 2nd
Third Grade Proficiency	(60 - 65)	- 3rd
Credit without Proficiency	(50 - 59)	- C

(Over)

4. (a) The Certificate of Standing is granted to a candidate who was promoted to a secondary school and has completed successfully a Two-Year Program in Grades 9 and 10 in any of the Branches.

   (b) The Certificate of Training is granted to a candidate who was transferred to a secondary school and has completed successfully a course of study of one or two years in the Occupational Program. The skills in which he has received training are listed on the Certificate. The local school officials who have been given freedom to plan the course of study, therefore, are in a position to give more information about the training received by the candidate.

   (c) The Statement of Standing is issued on the authority of the secondary school principal or the elementary school inspector to a pupil who has completed successfully at least Grade 10 of a program leading to a diploma but leaves that school before obtaining a Secondary School Graduation Diploma. This statement is a record of achievement to the end of Grade 10 or Grade 11 and may show also any part of a year's work beyond either of these grades.

NOTE: The Certificate of Standing, the Certificate of Training and the Statement of Standing were first granted in 1964. From 1939 to 1963 Intermediate Certificates were granted to pupils who completed successfully one of the courses in Grades 9 and 10. These certificates were not granted to night-school, private-school or private-study pupils.

The Intermediate Certificate for graduates of the two-year Terminal Trade Course in Vocational Schools designated the Trade Course completed.

Prior to 1939, Lower School (Grades 9 and 10) certificates showing Departmental standing were issued. Results were indicated as follows:

Standing was granted - Blank Space
Standing was not granted - Marks Indicated
A Paper not taken - XX

The Documents listed above are issued by, or under the direction of, the Ontario Department of Education. Successful graduates of inspected private schools are granted Secondary School Graduation Diplomas at the end of Grade 12 and Departmental Certificates on completion of Grade 13. In lieu of these documents, or in addition to them, some private schools issue school certificates or diplomas under the authority of their own officials or boards.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

TORONTO, December 9, 1964.

1964-65:38
6500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to: Directors of Education
Superintendents of Elementary Schools
Inspectors of Elementary Schools
Secretaries of Boards of Education
Secretaries of Elementary School Boards

Re: Revision of the Curriculum, Kindergarten and Grades 1 to 6.

1. In your next circular you are requested to bring to the attention of all teachers the following:

   (a) The substance of Memorandum 1964-65:13, dated September 9, 1964, from the office of the Chief Director with particular reference to items 1 and 4.

   (b) The information that the Department of Education is aware of the good work being done by local curriculum committees in many areas of the Province, and that locally-prepared courses are being sent to the Curriculum Branch as part of the process of Curriculum Revision.

2. You are requested to complete the enclosed form and return it to the undersigned by December 31, 1964.

3. Single copies of each course listed on the enclosed form are to be forwarded to the undersigned, by December 31, 1964.

G.L. Duffin
G. L. Duffin
Superintendent of Elementary Education.

December 8, 1964.

ONTARIO

DEPARTMENT OF EDUCATION

Re: Curriculum Revision, Kindergarten and Grades 1 to 6.

Please return by December 31 to:

Superintendent of Elementary Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

In this inspectorate, locally-prepared courses of study for Kindergarten and Grades 1 to 6 are used in the localities and subjects indicated: (e.g. - Erewhon Tsp.: Science, Grades 1 - 3
Music, all grades.)
(Use back of sheet if necessary)

PLACE SUBJECT LEVEL

Inspector's Signature

Inspectorate

December 3, 1964.

1964-65:39
6500

Exam. 8

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Special Provision in June, 1965, for Grade 13 Candidates who already hold standing in one paper but not in both papers, of English, Français, Latin, Greek, French, German, Spanish, Italian, or Russian.

Principals are asked to bring this Memorandum to the attention of (i) all teachers and students of Grade 13 day and evening classes, and (ii) where possible, private-study candidates.

1. The Minister of Education, with the concurrence of the University Matriculation Board, announces that for the Grade 13 Departmental examinations of 1965 special provision will be made,

   (a) in English, for a candidate who holds Grade 13 standing (i.e. 50 or more marks) in one of English Composition and English Literature, but not in both;

   (b) in Français, for a candidate who holds Grade 13 standing (i.e. 50 or more marks) in one of Composition Française and Littérature Française, but not in both; and

   (c) in Latin, Greek, French, German, Spanish, Italian, and Russian, for a candidate who holds Grade 13 standing (i.e. 50 or more marks) in one of Authors and Composition, but not in both.

2. This announcement, which represents a change from the ruling given in Memorandum 1964-65:22, Exam.3, arises from a further study of the difficulties faced by candidates, especially those prepared by private study or evening classes, who already hold standing in one paper of a subject, but not in both.

3. Accordingly, on one of the half-days in June, 1965, three different Grade 13 examination papers in English will be available:

   (a) the single 3-hour paper in English already announced, which will be used in conjunction with the writing mark to be submitted by the principal and teacher for each candidate concerned, on the basis of essays written during the 1964-65 school year;

(Over)

(b) a 2-hour paper in English Literature, which may be written only by a candidate who holds Grade 13 standing (i.e. 50 or more marks) in English Composition, but does not hold Grade 13 standing (i.e. 50 or more marks) in English Literature (this paper to be based on the Literature part of the 1964-65 course in English as outlined in Curriculum RP-S4, Circular 58, and Curriculum S.8); and

(c) a 2-hour paper in English Composition, which may be written only by a candidate who already holds Grade 13 standing (i.e. 50 or more marks) in English Literature but does not hold Grade 13 standing (i.e. 50 or more marks) in English Composition (this paper to be based on the Composition part of the 1964-65 course in English as outlined in Curriculum RP-S4 and Curriculum S.8).

4. Similarly on one of the half-days in June, 1965, three different Grade 13 examination papers in Français will be available:

(a) the single 3-hour paper in Français already announced, which is to be used in conjunction with the writing mark to be submitted by the principal and teacher for each candidate concerned, on the basis of essays written during the 1964-65 school year;

(b) a 2-hour paper in Littérature Française, which may be written only by a candidate who already holds Grade 13 standing (i.e. 50 or more marks) in Composition Française but does not hold Grade 13 standing (i.e. 50 or more marks) in Littérature Française (this paper to be based on the Littérature part of the 1964-65 course in Français as outlined in Curriculum RP-46 (Revised 1964), Circular 58, and Curriculum S.8); and

(c) a 2-hour paper in Composition Française, which may be written only by a candidate who already holds Grade 13 standing (i.e. 50 or more marks) in Littérature Française but does not hold Grade 13 standing (i.e. 50 or more marks) in Composition Française (this paper to be based on the Composition part of the 1964-65 course in Français as outlined in Curriculum RP-46 (Revised 1964), and Curriculum S.8).

5. Similarly on one of the half-days in June, 1965, three different Grade 13 examination papers will be available in each of Latin, Greek, French, German, Spanish, Italian and Russian:

(a) the single 3-hour paper already announced, which is to be used in conjunction with the mark which in the opinion of the principal and teacher represents the candidate's proficiency as reflected in his year's work;

(Continued on page 3)

(b) a 2-hour paper in Authors, which may be written only by a candidate who already holds Grade 13 standing (i.e. 50 or more marks) in Composition but does not hold Grade 13 standing (i.e. 50 or more marks) in Authors (this paper to be based on the Authors part of the 1964-65 course in the subject as outlined in Curriculum I. and S.11 (Latin and Greek), Curriculum I. and S.15 (Modern Languages), Curriculum RP-15 (French), or Curriculum I. and S.43 (Spanish), as the case may be, Circular 58, and Curriculum S.8); and

(c) a 2-hour paper in Composition, which may be written only by a candidate who holds Grade 13 standing (i.e. 50 or more marks) in Authors, but does not hold Grade 13 standing (i.e. 50 or more marks) in Composition (this paper to be based on the Composition courses listed in the publications referred to in (b) above).

6. It should be noted that standing for those who write the 2-hour examination papers will be based entirely on the examination written in June, 1965, for which 100 marks will be allowed. There will be no provision for granting 25% of the final standing on the basis of the year's work in writing in the case of English and Français or on the basis of the year's work in the other subjects mentioned.

7. It should be noted also that the 2-hour examination papers cannot be used for the purpose of up-grading standing where at least 50 marks have already been obtained in a paper.

8. A candidate to whom this Memorandum refers may, of course, choose to write the single 3-hour paper in the subject concerned to complete his standing, if he prefers to do so.

9. In the case of candidates who write one of these 2-hour papers, principals and teachers will be asked to submit a confidential mark, based on a total of 100 marks, as in the past, for those candidates who have been in attendance at day and evening classes of a secondary school or an inspected private school, for Departmental use where a candidate becomes eligible for consideration for aegrotat standing.

10. Details regarding the method of applying to write one of the 2-hour papers referred to in this Memorandum will be sent to the schools at a later date.

11. It should be noted that this special provision is being made for the examinations of 1965, only, and that the only examination in English, Français, and the other languages in 1966 will be the single paper.

W. R. Stewart

Deputy Minister of Education.

TORONTO 12, December 10, 1964

1964-65:40
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

RE 1. Course Outlines for the Grade 12 Technical (Shop) Subjects
2. Distribution of Principal's Confidential Report Form to Universities

1. Course Outlines for the Grade 12 Technical (Shop) Subjects

As announced in Circular 1964-65:12, uniform Departmental Examinations in the Technical (Shop) Subjects will be written in June, 1965, by Grade 12 students of the Four-Year Technical Course.

It has now been decided that 2½ hours will be allowed for the writing of each of these examinations. The date will be announced later. To arrive at the final mark of each candidate for the year, the same general principles will be applied as in 1964. (Reference Memorandum 1963-64:57)

Course outlines, which will serve as guides in preparing for these uniform examinations and which will indicate the expected depth of treatment of the topics, have been printed and have been distributed to the schools.

Each secondary school has received one copy of the outline for each subject to be tested by a Departmental Examination. Principals are asked to hand the outlines to the Technical Director for the information of the teacher concerned. Where a school does not offer the Technical Course, the outlines may be distributed to interested teachers or held for future reference.

2. Distribution of Principal's Confidential Report Form to Universities

The Ontario Universities have agreed upon a uniform Principal's Report Form for use in reporting on candidates for university admission in 1965.

A supply has been distributed by the Department to each secondary and private school in December. Additional copies may be obtained, when needed, by writing to the Registrar's Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

December 16, 1964.

1964-65:41

6500

Exam. 9

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re: The 3-hour Grade 13 Departmental Examination in Problems, 1965

Reference: Memorandum 1963-64:84 and Curriculum S.8, pages 33-34

Principals are asked to bring this Memorandum to the attention of all teachers of mathematics.

Since 1959 a number of secondary schools have conducted trials of experimental materials and methods in mathematics, with the permission of the Department of Education. The course materials were prepared for the Ontario Mathematics Commission, and trials have been carried out in selected schools from Grades 9 to 12, inclusive.

The Department was asked by the Ontario Mathematics Commission to permit a limited trial of new topics in Grade 13 during the school year 1964-65. Since the administration of the Departmental Examinations makes experimentation more difficult in Grade 13 than in earlier grades, it was decided to have the new topics introduced only to candidates for the Problems paper. The Ontario Mathematics Commission agreed to prepare a brochure on each of the four topics, Complex Numbers, Polar Co-ordinates, Probability, and Logic, and to send copies to the secondary schools of the province.

In June 1965, the Grade 13 Problems paper, in addition to testing the topics of the three Grade 13 mathematical subjects, will test the four new topics.

The paper will contain fifteen questions divided into two sections - Section A consisting of eleven questions based upon the compulsory and supplementary topics of the Grade 13 courses of study for Algebra, Geometry, and Trigonometry and Statics; and Section B consisting of four questions based upon the following topics: Complex Numbers, Polar Co-ordinates, Probability, and Logic.

Any ten questions will constitute a full paper.

The time allowance will be increased to three hours.

W. R. Stewart

TORONTO, January 6, 1965

Deputy Minister of Education.

1964-65:42
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re: Grade 13 Departmental Examination Time-Table, 1965.

The time-table for the annual Grade 13 Departmental examinations of June, 1965, is set out on the back of this memorandum. At a later date copies of the time-table in its usual printed form will be mailed to all principals along with copies of the regulations governing the examinations (Exam. Instructions No. 5). It is expected that the application forms and time-tables for the candidates themselves will be mailed to the principals early in March.

W. R. Stewart

Deputy Minister.

TORONTO 12, December 21, 1964.

GRADE 13 TIME-TABLE

1965

Date	Hour of Examination	Grade 13
Tuesday 8th June	a.m. 9.00 - 12.00	English (combined paper)
	9.00 - 11.00	English Composition, English Literatu
Wednesday 9th June	a.m. 9.00 - 11.00	Trigonometry and Statics
	p.m. 1.30 - 3.30	Geography
Thursday 10th June	a.m. 9.00 - 12.00	Latin (combined paper)
	9.00 - 11.00	Latin Authors, Latin Composition
Friday 11th June	a.m. 9.00 - 11.00	Physics
	p.m. 1.30 - 3.30	History
Monday 14th June	a.m. 9.00 - 12.00	French (combined paper)
	9.00 - 11.00	French Authors, French Composition
Tuesday 15th June	a.m. 9.00 - 11.00	Algebra
	p.m. 1.30 - 3.30	Music
Wednesday 16th June	a.m. 9.00 - 11.00	Chemistry
	p.m. 1.30 - 3.30	Botany
Thursday 17th June	a.m. 9.00 - 12.00	German (combined paper)
	9.00 - 11.00	German Authors, German Composition
Friday 18th June	a.m. 9.00 - 11.00	Geometry
	p.m. 1.30 - 3.30	Zoology
Monday 21st June	a.m. 9.00 - 12.00	Problems
Tuesday 22nd June	a.m. 9.00 - 12.00	Spanish (combined paper)
	9.00 - 11.00	Spanish Authors, Spanish Composition
Wednesday 23rd June	a.m. 9.00 - 12.00	Français (combined paper)
	9.00 - 11.00	Français, Littérature; Français, Com osition
Thursday 24th June	a.m. 9.00 - 12.00	Greek (combined paper)
	9.00 - 11.00	Greek Authors, Greek Composition
	p.m. 1.30 - 3.30	Accountancy Practice
Friday 25th June	a.m. 9.00 - 12.00	Italian (combined paper)
	9.00 - 11.00	Italian Authors, Italian Composition
	p.m. 1.30 - 3.30	Secretarial Practice
Monday 28th June	a.m. 9.00 - 12.00	Russian (combined paper)
	9.00 - 11.00	Russian Authors, Russian Composition
	p.m. 1.30 - 3.30	Mathematics of Investment
Tuesday 29th June	a.m. 9.00 - 11.00	Art

1964-65:43
13,000-64-5127

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION PROSPECTIVE STUDENTS OF SPECIAL SUMMER COURSES LEADING TO BASIC TEACHING CERTIFICATES VALID IN SECONDARY SCHOOLS

RE A. EMPLOYMENT OF SECONDARY SCHOOL TEACHERS

B. COURSES LEADING TO TEACHING CERTIFICATES VALID IN ONTARIO SECONDARY SCHOOLS

(This Memorandum includes the information formerly given in Circular 623)

A. EMPLOYMENT OF SECONDARY SCHOOL TEACHERS

1. On or after Wednesday, **February 24, 1965,** positions for secondary school teachers in the school year 1965-66 may be advertised. Each advertisement shall be inserted for at least three days in a newspaper having a provincial circulation and shall indicate the salary schedule and the subjects and grades to be assigned to the teacher.

2. On or after Friday, **February 26**, contracts may be made with teachers who hold basic or temporary secondary school certificates or student-teachers enrolled in the winter session of the Ontario College of Education. Ratings may be obtained from the College and interviews with student-teachers may be arranged there commencing on that date.

   A contract made before **February 26** will not be recognized as valid by the Department of Education.

3. On or after Monday, **March 29**, contracts may be made with applicants willing and eligible to attend the first summer course of secondary teacher training in 1965, provided that the positions have been advertised under the conditions of Section 1 above and no applicants are available for contract under Section 2.

   A contract made before **March 29** with such an applicant will not be recognized as valid by the Department of Education.

4. Positions vacant on March 29 and positions held in 1964-65 by unqualified persons who cannot report satisfactory progress towards professional qualification by September 1965 must be advertised on March 29 if not advertised earlier. If no applicant is available under Sections 1-3 above by April 30 and a further advertisement **after April 30** fails to bring a satisfactory response from a person whom the Department of Education will support, a board may request a Letter of Permission on behalf of a suitable unqualified person.

NOTE (i) It is confidently expected that teachers, applicants for teacher training, and school officials will adhere professionally to the conditions of contract negotiation given above.

(ii) Positions of teachers who have completed the first summer course in any required sequence of summer course training for secondary school teachers and are proceeding successfully at every opportunity towards full qualification need not be advertised. However, new Letters of Permission must be requested on their behalf if they will not hold basic certificates by September, 1965.

(iii) If teachers who hold proper basic teaching certificates are asked to teach subjects for which they do not hold the special certificates required or general subjects beyond the limit that may be specified in their basic vocational certificates, the boards must indicate that positions in these subjects have been advertised and must obtain Letters of Permission for the teachers who are otherwise qualified if there is no satisfactory response to the advertisements. Commercial teachers who are proceeding to vocational certificates in limited fields of commercial work must **not** be asked to teach other commercial subjects for which they have no background or training. It is essential that these teachers be given a clear understanding of the subjects for which they will be responsible on a full-time basis before contracts are signed. Acting principals and vice-principals who have not been accepted for the Principals' Course in 1965 and acting heads of departments must also be covered by Letters of Permission.

(iv) Boards should be informed that not more than three Letters of Permission for uncertificated teachers, no matter how competent they may be, will be issued unless steady progress is being made towards certification. When a second or third request is made on behalf of an unqualified person, clear evidence of recent progress and future intentions should be included with Form 700.

(v) If a school is unable to obtain the services of at least one teacher who is fully qualified in commercial subjects and holds a High School Assistant's Certificate, it must not introduce Grade 10 of the Business and Commerce Branch.

(vi) Sections 5 (f) and (g) below will not apply to elementary-school teachers who apply for the course in Physical Education listed in Section 7 of Part B of this memorandum.

(vii) Boards and applicants are reminded that persons employed in provincial schools shall be Canadian citizens or British subjects, or shall have signed statements of intention to apply for Canadian citizenship.

5. Instructions re engagement of persons eligible to attend a first summer course leading to a basic secondary school teaching certificate:

(a) The secondary school board advertises on or after February 24.

(b) A tentative contract is made on or after March 29 and Form 700 (the request for a Letter of Permission) and the Statement of Applicant, completed and signed by the applicant, are sent by the Secretary of the Board to the Department. An applicant for a course leading to a vocational or occupational certificate must include also a form from the Ontario College of Education which indicates that his qualifications and experience have been approved as as sufficient for admission before a Letter of Permission will be issued.

(c) The Department issues a Letter of Permission to the secondary school board and a copy is sent to the Ontario College of Education.

(d) The board and the applicant sign a firm contract.

(e) The applicant applies immediately to the Registrar, Ontario College of Education, 371 Bloor Street West, Toronto, for admission to the course enclosing his copy of the contract. If the application is completed satisfactorily, a Letter of Acceptance is sent to him from the Ontario College of Education. If he is not accepted, or is admitted and does not attend, the Letter of Permission is cancelled. **The closing date for applications is June 1.**

(f) Upon successful completion of the first summer course, the teacher-in-training receives a Temporary Secondary School Certificate. If he attends but does not complete the course successfully, the Letter of Permission issued for his admission to the first summer course may be considered valid for the designated school year provided that the board wishes to retain his services.

(g) An applicant under contract to teach in Grades 9-10 of an Ontario elementary school or in Grades 9-13 of an Ontario private school shall submit his copy of the contract with his application to the Registrar, Ontario College of Education, before June 1. An applicant who completes the summer course and, in the following school year, teaches in Grades 9-10 of an elementary school or exclusively in uninspected grades of a private school shall, before October 31, send a request through his principal to the Secondary Education Branch, 44

Eglinton Avenue West, Toronto 12, for inspection of his work in order that he may be admitted to the Completing Course in 1965.

B. COURSES LEADING TO TEACHING CERTIFICATES VALID IN ONTARIO SECONDARY SCHOOLS

1. THE REGULAR WINTER COURSES

(i) The regular courses (September to May) at the Ontario College of Education, University of Toronto, will be continued and will provide instruction and practice teaching leading to the Interim High School Assistant's Certificate, Type B; the Interim High School Assistant's Certificate, Type A; the Interim Vocational Certificate, Type B; the Interim Vocational Certificate, Type A; the Interim Occupational Certificate, Type B; and supplementary certificates in certain subjects.

(ii) The regular winter courses will be offered for the first time commencing September, 1965, at the Ontario College of Education, University of Western Ontario, London, and will lead to the same certificates as named above.

(iii) The conditions of admission are stated in the Calendars of the respective colleges. Applications for the regular courses in September may be made to either College.

2. INITIAL SUMMER COURSE

(i) A special eight-week summer course leading to a Temporary Secondary School Certificate will be offered in 1965 at each of Toronto (Ontario College of Education), Kingston (Queen's University) and London (Westminster S.S.), commencing June 30 (9.00 a.m.) and ending on August 21.

(ii) The same type of course, including practice teaching, will be given at all three centres, except as noted in (viii) below.

(iii) It is expected that applicants resident in the Counties of Durham and Northumberland, Hastings, Peterborough, Renfrew, and counties east of these will attend the course at Kingston, and that those resident in the Counties of Grey, Wellington, Waterloo, Brant, Norfolk, and counties south-west of these will attend the course at London, except as noted in (viii) below. Applicants from other parts of Ontario will be expected to attend the course at Toronto.

(iv) The conditions of admission to the Initial Summer Course will be the same as stated in the Calendar of the Ontario College of Education, Toronto, for admission to the regular winter course in 1965-66.

(v) All applications for admission to the Initial Course at Toronto, Kingston, or London must be made to the Registrar, Ontario College of Education, 371 Bloor Street West, Toronto, **not later than June 1,** on a form which will be mailed to the applicant when the Letter of Permission and a copy of the contract have been received at the College. As soon as possible after an applicant has accepted employment he should see to it that a contract is signed at once and sent to the Registrar. (Ref: Part A of this Memorandum)

(vi) In each Initial Course a candidate will be required to study School Management and Law and an appropriate pattern of three secondary school subjects chosen from the following: English, History, Geography, Latin, French, Français, Mathematics and Science.

Prospective teachers of Commercial subjects may substitute, for two of the subjects above, Typewriting and either Stenography or Accounting. University graduates without Commercial skills who choose two Commercial subjects may receive Part I of the Intermediate Certificate in Commercial subjects at the end of the sequence of Initial and Completing Courses, in addition to the Interim High School Assistant's Certificate, Type B. University graduates, who have the necessary university credits in Commercial subjects, or who hold a four-year Commercial secondary school diploma, or who qualify and pass tests before the course commences, may receive Part II of the Intermediate Certificate.

Home Economics or Physical Education may be substituted (by applicants who have not selected the Commercial subjects) for one of the eight subjects aforementioned on condition that an applicant for Home Economics has sufficient credits in the subject in her university course, or an applicant for Physical Education has a degree in the subject or has been employed to teach at least 8 periods per week in the subject. Candidates choosing the options of Commercial Subjects or Home Economics or Physical Education will be considered qualified in that subject if they are successful in the summer courses, teach satisfactorily and proceed at their earliest opportunity to any special certificate that may be required in the subject and grades which they teach.

(vii) Candidates who have chosen the option of Home Economics or Physical Education and who are successful in the Completing Course the following summer may receive, in addition to the Interim High School Assistant's Certificate, Type B, standing in the supplementary subject as indicated in the Calendar of the Ontario College of Education.

(viii) The choice of Home Economics and Français as options will be available only at the course in Toronto.

3. SPECIAL COURSE FOR VOCATIONAL TEACHERS OF TECHNICAL SUBJECTS

The first summer session of a two-summer sequence of training for technical teachers will be offered in Toronto in 1965, commencing June 30 (9.00 a.m.) and ending August 14, to persons 45 years of age or under who:

(i) have Grade 12 Ontario secondary school standing,

(ii) have had adequate practical trade experience in the field for which they seek professional training,

(iii) will pass an appropriate trade test, and

(iv) will undertake in the following summer a second course of pedagogy consisting of seven weeks.

This sequence of professional training will lead to the Interim Vocational Certificate, Type B, in Technical subjects (named). If sufficient graduates of the Food Administration Course of the Ryerson Institute of Technology who have 12 months of experience in the food industry make application, a class will be included under this section.

For detailed information on this course, and the courses for teachers of Occupational Trades in Section 4 below, interested persons are referred to Professor R. D. Phillips, Director, Vocational Teacher Education, Ontario College of Education, Toronto, in order that Form 702 may be completed before they make contracts with boards.

4. SPECIAL COURSES FOR TEACHERS OF DIVERSIFIED TRADES IN OCCUPATIONAL CLASSES (PEDAGOGY)

The first summer session of a two-summer sequence of training for teachers of Occupational Trades will be offered in Toronto in 1965 commencing June 30 (9.00 a.m.) and ending August 14, for persons 45 years of age or under who:

(i) have Grade 12 Ontario secondary school standing,

(ii) have had adequate practical experience in a particular field or fields of diversified occupational training,

(iii) will pass the appropriate trade tests, and

(iv) will undertake in the following summer a second course in pedagogy of seven weeks.

This sequence of professional training will lead to the Interim Occupational Certificate, Type B, (Practical Subjects).

5. SPECIAL COURSE FOR VOCATIONAL TEACHERS OF COMMERCIAL SUBJECTS (C2)

The first summer session of a two-summer sequence will be offered at Toronto in 1965, commencing July 5 (2.00 p.m.) and ending August 6, leading to the Interim Vocational Certificate, Type B, Commercial, valid for teaching in any secondary school the Commercial subjects named on the certificate. To this five-week course may be admitted applicants, 45 years of age or under, who hold acceptable certificates, diplomas, or degrees as:

(i) Chartered Accountants, Certified General Accountants and Registered Industrial Accountants, or

(ii) graduates of the 3-year course in Secretarial Science at an Ontario Institute of Technology, or

(iii) graduates of accredited universities who wish to qualify as teachers of certain Commercial subjects only.

Applicants who are accepted for this course in specified Commercial subjects, who complete a second summer course in 1966 and who teach successfully, will be granted an Interim Vocational Certificate, Type B, Commercial (subjects named). This certificate will be valid for five years. A permanent Vocational Certificate, Commercial, (subjects named) may be issued after two years of experience if the quality of the teacher's work has been satisfactory and he has completed half the credits towards an acceptable university degree. Upon completion of the degree the teacher will be eligible to proceed towards commercial specialist status.

Detailed information regarding this course and that listed in Section 6, including any qualifying examinations which may be required, should be obtained immediately from **THE DIRECTOR, THE COMMERCIAL DEPARTMENT, ONTARIO COLLEGE OF EDUCATION, TORONTO,** in order that eligibility for admission may be established **before** a contract is made with a board.

6. SPECIAL COURSE FOR VOCATIONAL TEACHERS OF COMMERCIAL SUBJECTS (C3)

The first summer session of a three-summer sequence will be offered at Toronto in 1965, commencing July 5 (2.00 p.m.) and ending August 6, leading to an Interim Vocational Certificate, Type B, Commercial, valid for teaching the Commercial subjects named on the certificate in any secondary school. To this five-week course may be admitted an applicant, 45 years of age or under, who submits the following:

(i) a Secondary School Honour Graduation Diploma or standing equivalent thereto,

(ii) a statement satisfactory to the Ontario College of Education from an employer or employers that the applicant has had at least 5 years of acceptable office or merchandising experience, or at least two years merchandising experience subsequent to the date of issue of a diploma in Merchandising Administration from an Ontario Institute of Technology,

(iii) evidence that he is acceptable to the admissions committee and has passed a qualifying examination at the Ontario College of Education (examinations will be provided in Shorthand, Typewriting, and Marketing),

(iv) evidence that he has obtained on or after March 29, 1965, a contract with a secondary school board or a contract with an inspected private school to teach the Commercial subjects in which he has passed a qualifying examination.

If the applicant is successful in his summer courses and his teaching, his Letter of Permission will be renewable upon request once without advertising by the board which employs him. After the third summer course the successful candidate will receive the Interim Vocational Certificate, Type B, Commercial, (subjects named). This certificate will be valid for 5 years. A Permanent Vocational Certificate, Commercial, (subjects named) may be issued after two years of experience if the quality of the teacher's work has been satisfactory and he has completed half of the credits towards an acceptable university degree. Upon completion of the degree the teacher will be eligible to proceed towards commercial specialist status.

7. SPECIAL COURSE FOR TEACHERS OF PHYSICAL EDUCATION FOR GIRLS

Letters of Permission to teach Physical Education in a secondary school for the school year 1965-66, may be issued after March 29, on behalf of Ontario female elementary-school teachers who:

(i) hold the Permanent Elementary-School Teacher's (or First Class) Certificate and submit to the Department of Education a Secondary School Honour Graduation Diploma or evidence of standing equivalent thereto,

(ii) are willing to take, in 1965, a special secondary school five-week summer course in Physical Education offered in Toronto by the Ontario College of Education, commencing on July 5 (9.00 a.m.) and ending August 6.

These Letters of Permission will be renewable from year to year upon request of the boards without advertising on evidence of the teacher's satisfactory work and progress towards an Arts or Science degree by summer work or evening classes following the first year of secondary school teaching. At least one university course per year and at least three courses in every two-year period will be required. When a teacher completes the Summer Course for Teachers With Professional Training later and obtains the Interim High School Assistant's Certificate, Type B, the special summer course in Physical Education mentioned above will be accepted for credit equal to the Intermediate Certificate, Part I, for secondary schools. It will be counted as one unit in Physical Education for elementary schools if the teacher does not finish the degree and returns to teaching in elementary schools.

Elementary-school teachers may apply for positions after February 24 but may not accept positions under the conditions outlined above in Part A before March 29. A teacher under this section may not be employed by a board unless at least half of the teacher's periods in the week will be devoted to Physical Education (including Health). This fraction of time and the other subjects which she will teach must be carefully set forth in Form 700 by the Secretary of the Board.

Where there is available no fully-qualified applicant or Initial Course applicant choosing Physical Education as an option, the board may employ, on or after March 29, an elementary-school teacher eligible for this special course who has:

(i) attended the Ontario Athletic Leadership Camp at Longford Mills as a secondary school pupil, or

(ii) taken summer course(s) in elementary-school Physical Education prior to the first announcement in this matter, and

(iii) has been recommended by the elementary-school inspector as a good prospective teacher of secondary school Physical Education.

It is unlikely that this course will be offered after the summer of 1965.

8. COMPLETING SUMMER COURSES

(a) (i) A special Completing Course of seven weeks, consisting of History and Philosophy of Education, Educational Psychology, and further study in the same three secondary school subjects chosen for the Initial Course, will be given in the summer of 1965 at each of Toronto, Kingston (Queen's University), and London (Sir Adam Beck C.I.). This course will be available to candidates who have completed successfully the Initial eight-week Summer Course of 1964, have taught satisfactorily during the complete school year 1964-65, and have been recommended by the principal and the secondary school inspector concerned. On the successful completion of this course, the candidate may be granted an Interim High School Assistant's Certificate, Type B. The Completing Course will begin on June 30 (2.00 p.m.) and end on August 14. Applications are submitted to the Department of Education through the principals of the secondary schools on Form 901 in April. Acceptances will be mailed from the Ontario College of Education about May 15.

(ii) Subject to the conditions stated in (i), candidates who, in 1965, complete successfully the Initial Course will take a Completing Course to be offered at the same centres in 1966 in order that the requirements for an Interim High School Assistant's Certificate, Type B, may be fulfilled.

(b) (i) Second summer courses in Technical and Occupational subjects leading to an Interim Vocational or Occupational Certificate will be given in Toronto in 1965, commencing on June 30 (9.00 a.m.) and ending August 14. Applications for all second summer courses are to be submitted to the Department of Education through the principals on Form 901 in April. Acceptances will be mailed from the Ontario College of Education about May 15.

(ii) Second and third summer courses, where required, in Commercial subjects leading to an Interim Vocational Certificate, Commercial, will be offered in Toronto, commencing on July 5 (1.00 p.m.) and ending August 6. Applications are submitted to the Department of Education through the principals on Form 901 as above.

(iii) Candidates who, in 1965, complete successfully the first Technical, Occupational, or Commercial summer courses and who teach satisfactorily during the complete school year 1965-66 may be recommended by their principal and the secondary school inspector concerned for the second summer courses in 1966.

9. SUMMER COURSE FOR TEACHERS WITH PROFESSIONAL TRAINING (FORMERLY CALLED REGULAR EIGHT-WEEK SUMMER COURSE)

A course of seven weeks, consisting of School Management and Law and an appropriate pattern of three secondary school subjects chosen from the following: English, History, Geography, Latin, French, Français, Mathematics and Science, commencing on June 30 (2.00 p.m.) and ending August 14. It will be offered at Toronto only to candidates who have fulfilled the requirements for admission to the High School Assistant's course, Type B, and

(i) who hold Ontario Elementary-School Teachers' (or First Class) Certificates, or

(ii) who hold Ontario Vocational Certificates, or

(iii) who, on the basis of transcripts evaluated by the Registrar of the Ontario College of Education, are considered to have had equivalent training elsewhere.

These teachers will be exempted from attendance at a regular session of the Ontario College of Education, but shall attend the Summer Course for Teachers With Professional Training for an Interim High School Assistant's Certificate, Type B.

Secondary school teachers from other Provinces of Canada who submit evidence of acceptable degrees and one year of acceptable professional training for secondary school teaching subsequent to the date of the university degree may, in lieu of attendance at the Summer Course For Teachers With Professional Training, and on the recommendation of the Dean, Ontario College of Education, be granted a Letter of Standing valid for one year in a secondary school. If the quality of the teaching is satisfactory to the secondary school inspector, the teacher may apply, after one year in an Ontario secondary school, for an Interim High School Assistant's Certificate, Type B.

However, the teachers from other Provinces of Canada are strongly urged to attend the Summer Course For Teachers With Professional Training before teaching in Ontario secondary schools to make themselves familiar with the organization and content of programs in Ontario and to obtain the interim certificate upon successful completion of the course.

10. TYPE A SEMINARS

(i) A special summer course of six weeks, commencing on July 5 (9.00 a.m.) and ending August 13, will be offered, at Toronto only, to provide the opportunity for teachers who hold a Permanent High School Assistant's Certificate or an Interim High School Assistant's Certificate, Type B, and who possess the necessary academic qualifications, to obtain an Interim High School Assistant's Certificate, Type A. Application should be made to the Registrar, Ontario College of Education, by May 1, even if results of university examinations are pending.

(ii) Professional courses leading to the Type A Certificate in one of the following special fields of scholarship will be offered:

Classics
English
English and French
English and German
English and Latin
English and Spanish
English and History
French and German
French and Spanish
Geography
History
Latin and French
Latin and Greek
Mathematics
Mathematics and Physics
Science
Physics and Chemistry
Physics and Biology
Chemistry and Biology
Home Economics
Physical Education
Physics
Biology
Chemistry
French Language and Literature
Geology
Geology and Geography
Political Science
Political Science and Economics
Economics
Psychology and Sociology

(iii) Applicants must be considered competent in their special fields of scholarship and teaching by the secondary school inspector concerned on the occasion of his regular visit.

11. HOME ECONOMICS SUMMER COURSE

(i) A special course of six weeks leading to the Interim Intermediate Home Economics Certificate will be offered in 1965 at Toronto only, commencing on July 5 (2.00 p.m.) and ending August 13.

(ii) Applicants must hold a Permanent High School Assistant's Certificate or an Interim High School Assistant's Certificate, Type B.

(iii) Admission to this course is restricted to teachers who submit evidence of graduation with a standing of at least 60% in Home Economics in the final year of a university course approved by the Minister of Education. The transcript must include 5 full courses (or 15 credits) in Home Economics taken as a regular subject of study.

12. SPECIAL COURSES IN SCHOOL LIBRARIANSHIP

Courses of six weeks leading to the Intermediate Certificates, Part I and Part II in School Librarianship will be offered in 1965 at Toronto only, commencing on July 5 (9.00 a.m.) and ending August 13. Details of these courses may be obtained from Miss M. B. Scott, Associate Professor of School Librarianship, Ontario College of Education.

13. THEATRE ARTS SUMMER COURSE

A special course of six weeks, commencing on July 5 (9.00 a.m.) and ending August 13, leading to the Theatre Arts Certificate, will be offered in Toronto. This course will provide instruction in play selection, production and stagecraft and the history of the theatre. It will also include workshop sessions in voice production, pantomime, role-playing and stage techniques. Details of this course and application forms may be obtained from Mr. J. W. Dodd, Professor of Theatre Arts, Ontario College of Education.

14. SUMMER COURSES IN HEALTH AND PHYSICAL EDUCATION

Courses of five weeks leading to Part I and Part II of the Intermediate Certificate (boys or girls) will be offered in Toronto, commencing on July 5 (9.00 a.m.)and ending August 6.

Courses of six weeks leading to the Specialist Certificate (boys or girls) will be offered in Toronto, commencing on July 5 (9.00 a.m.) and ending August 13.

Application forms may be obtained from the Head, Physical Education Department (boys or girls), Ontario College of Education.

NOTE: (i) Except as required in Sections 8 and 10 of Part B, applications for all summer courses in this Circular must reach the Registrar or the Professor designated above for certain courses, Ontario College of Education, 371 Bloor Street West, Toronto, by June 1. Blank application forms may be obtained from the College.

(ii) Applicants for enrolment in first summer courses who do not hold any elementary or secondary school teaching certificate in Ontario must submit

(a) a birth certificate;

(b) if not a Canadian citizen, a certificate from a competent authority that he is a British subject, or a Declaration of Intention to become a Canadian citizen; from other countries, only landed immigrants may be considered for employment under this section.

(iii) Applicants who are university graduates must supply a transcript in duplicate showing details of the undergraduate course and proof of an acceptable degree.

(iv) Applicants for all first summer courses of training to teach in secondary schools must fulfil the conditions of Part A. No understanding, verbal or otherwise, will be recognized as valid if reached between a prospective, first-summer-course teacher and a board or its officials before March 29.

(v) Applicants for first summer courses who are seeking positions in Grades 9 or 10 of elementary schools or in private schools must be careful to fulfil the conditions of Section 5 (g) of Part A.

William G. Davis

WILLIAM G. DAVIS
Minister of Education

TORONTO, January 4, 1965.

ONTARIO

STATEMENT OF APPLICANT

FOR ADMISSION TO FIRST SUMMER COURSE AT ONTARIO COLLEGE OF EDUCATION

(To be sent by the applicant, to the Secretary of the Board concerned, who is to attach it to Form 700)

This is to Certify

1. (a) that I hold a degree from ....

(Name of University)

and that I will apply for admission in 1965 to the Initial Summer Course leading to an Interim High School Assistant's Certificate, at ....

Kingston, London, or Toronto

or

(b) that I hold a Permanent Elementary-School Teacher's (or First Class) Certificate, No.......................and that I will apply for the Special Course for teachers of girls' Physical Education at Toronto.

or

(c) that I have ....

(degree, diploma, or years of experience in business or trade)

and that my qualifications and experience have been considered sufficient for admission to the Ontario College of Education, as shown on the enclosed form, for a course

in ....subjects.

(Technical, Commercial, Occupational)

and

2. that I agree to attend the course if the ....

(Secondary School Board)

obtains a Letter of Permission and engages me under contract, subject to the acceptance of my application for the course.

NOTE: If the applicant for the Initial Summer Course does not apply for admission to the summer course centre which corresponds with his residence (See Part B, Section 2), he must indicate his reasons on this form.

....

Signature of Applicant

....

Address of Applicant

....

Name of Applicant (Printed)

Date.. 19..............

APR 2 3 1965

DEPARTMENT OF EDUCATIONAL
RESEARCH LIBRARY
ONTARIO COLLEGE OF EDUCATION
UNIVERSITY OF TORONTO

Ontario College of Education
UNIVERSITY OF TORONTO
371 Bloor Street West, Toronto 5

April 5, 1965.

Memorandum to Officials Concerned with Secondary Education

AMENDMENT TO MEMORANDUM 1964-65:43

RE: GERMAN OPTION IN THE INITIAL SUMMER COURSE, 1965

German will be offered as an option in the Initial Eight-Week Summer Course, 1965, at Toronto only for candidates who will be required to teach German during the school year 1965-66, or who possess the academic qualifications for a Type A Certificate in English and German or in French and German.

Candidates eligible to choose this option should register for the course at the Ontario College of Education, Toronto.

D. F. Dadson,
Dean,
Ontario College of Education.

1964-65: 44
6500

ONTARIO

DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

RE INDEX FOR DEPARTMENTAL MEMORANDA

In order that information contained in Departmental memoranda may be readily found when needed, the enclosed INDEX has been prepared with suitable cross-references for topics dealt with in the 1963-64 memoranda.

EXAMPLE

Prescriptions for Grade 12 Latin and Greek, 1963-64

is also listed under the headings

Latin, Prescriptions for Grade 12, 1963-64
Greek, Prescriptions for Grade 12, 1963-64

The Secondary Education Branch, 44 Eglinton Avenue West, Toronto 12, will be pleased to receive comments from officials concerned with secondary education outlining suggestions for alterations, deletions or additions as well as statements of general approval or disapproval.

If sufficient interest is obtained, it is planned to prepare and distribute an INDEX twice each year.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

TORONTO, December 12, 1964.

1964-65:45

6500

ONTARIO

DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Appointment of Associate Examiners for the Grade 13 Examinations of 1965.

1. The Minister of Education appreciates the assistance given in 1964 by the teachers who acted as associate examiners for the Grade 13 Departmental Examinations. He hopes that eligible teachers (See section 6), particularly those with considerable experience and high academic standing, will offer their services for the 1965 examinations.

   The usual co-operation of the teachers is requested in this very responsible work. It is most important that each Principal urge his Grade 13 teachers to offer their services as markers.

2. The main body of associate examiners will report for duty on Friday, July 2, 1965; the committees will, as usual, begin their work from twelve to fourteen days earlier.

   While efforts will be made to have the marking done as expeditiously as possible, it is expected that the services of the markers will be required for approximately the same length of time as last year.

3. Statements of Availability are being sent to the schools. They should be returned to the Department not later than January 15, 1965. If this is done, it seems likely that notices of appointment can be mailed from the Department on or before March 1.

4. It should be noted that no names, even of those who marked last year, can be considered unless a Statement of Availability is received.

5. Appointments of new committee members will not be made until sometime in April. At that time it will be necessary to allow appointees to choose between the original appointment and the later appointment to the Committee.

6. Conditions of Appointment

   An associate examiner from a provincial secondary school is required to hold a Permanent teaching certificate granted before January 15, 1965, to have had at least two years' teaching experience in an Ontario secondary school, and to

(over)

(a) be engaged in teaching one or more Grade 13 subjects in the day classes of a secondary school for the school year 1964-65, or

(b) be the head of a department, or

(c) have taught one or more Grade 13 subjects in the day classes of a secondary school during the past two or three years, or

(d) be engaged in teaching one or more Grade 13 subjects in the night classes of a secondary school.

An associate examiner from a private school must have had at least two years' teaching experience in Ontario in a secondary school, a university, or a private school, and must be recommended by his Principal. An associate examiner from a university must have had at least two years' teaching experience in Ontario as a lecturer in a university or as a teacher in a secondary school or a private school, and must be recommended by his Principal or Dean.

Note 1. Statements of Availability will be accepted from teachers who completed the usual marking cycle in 1964 but are interested in continuing as associate examiners if their services are required.

Note 2. Consideration will be given also to Statements of Availability received from Grade 12 teachers of considerable experience, and to newly-designated heads of departments who are presently teaching Grade 12.

7. The Regulation for Grade 13 Departmental Examinations provides for payment of associate examiners at the rate of $28 a day.

In addition, an associate examiner whose place of residence is not in The Municipality of Metropolitan Toronto and who establishes a place of residence in The Municipality of Metropolitan Toronto for the purpose of engaging upon his marking duties will be allowed living expenses not exceeding $4 for each day upon which he is so engaged.

W. R. Stewart

Deputy Minister of Education.

TORONTO 12,
December 21, 1965.

64-65: 46
6000

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: Elementary School Inspectors
Secondary School Principals
Directors and Superintendents
Teachers' College Principals

RE: DEPARTMENTAL SUMMER COURSES, 1965

1. Inspectors and Principals are asked to bring this information to the attention of the teachers.

2. If the number of duly qualified teachers who apply for admission is sufficient, it is expected that the following courses will be offered from July 5 to August 6, inclusive.

Art: Elementary, Intermediate, Supervisor's, Specialist: at Toronto
Elementary, Intermediate Part I: at Sarnia
Elementary: at Brockville and Sudbury
Audio-Visual Methods: at Barrie, Ottawa, Stratford and Toronto
Auxiliary Education: Elementary, Intermediate, Specialist: at Toronto
Elementary: at Belleville and North Bay
Elementary School Teacher-Librarians, Parts I and II: at Toronto
Grade 13 Subjects: at Toronto
Guidance: Elementary, Intermediate, Specialist: at Toronto
Elementary: at Lindsay, London and Port Arthur
Industrial Arts: Elementary, Parts I and II, and Supervisor's, Parts I and II: at Toronto
Intermediate Division Mathematics (Grades 7 and 8): at Chatham, Cornwall and Toronto
Intermediate Education (Grades 7 and 8): at Renfrew
Junior Education: at Alvinston and Dryden
Language Arts: at Toronto
Music: Vocal (for Elementary Schools) Elementary Type B, Intermediate Type B, Supervisor's: at Toronto
Vocal (for Secondary Schools) Intermediate Type A, Parts I and II, and Specialist: at Toronto
Instrumental (for Elementary Schools) Elementary Type B, Intermediate Type B, Supervisor's: at Toronto
Instrumental (for Secondary Schools) Intermediate Type A Parts I and II, and Specialist: at Toronto
Physical and Health Education:
Type B, Combined courses for men and women, Elementary, Intermediate Parts I and II, Supervisor's (Units 1, 2, 3 and 4): at Hamilton
Elementary, Intermediate Parts I and II (Units 1, 2 and 3): at Guelph
Elementary, Intermediate Part I (Units 1 - 2 only): at Toronto and Windsor
N.B. - Intermediate Part II may be taken at Toronto or Windsor if Unit 3 has been taken previously.
Primary Education, Supervisor's: at Toronto
Primary Methods: Parts I and II: at Hamilton, London, Ottawa and Toronto
Part II: at Sault Ste. Marie.

Secondary School Principals, Parts I and II, at London) July 5 to July 30
Part I, at Kingston)

Teaching English as a Second Language: at Toronto
The Teaching of French to English-speaking Pupils in Elementary Schools: at Ottawa and Toronto
Teaching the Deaf: at Belleville

Short Courses

Art Refresher: at Toronto
Heads of Departments (Secondary): at London
Intermediate Division Mathematics (Grades 9 and 10): at Toronto
Mathematics for Grades 11 and 12 Refresher: at Waterloo
Music (Vocal and Instrumental) Refresher: at Toronto

3. Fees

(a) The fee for each five-week Departmental Summer Course will be $35. The fee for a course lasting three weeks is $21; for a two-week course it is $14; and for a one-week refresher course it is $7. The fee for the combined Vocal and Instrumental Music Course will be $50. The fee for the Secondary School Principals' Course will be $50. The fee for the Short Course for Heads of Departments (Secondary) will be $15.

(b) A late fee of $15.00 will be charged on each application delivered personally to the Department of Education after May 28, or mailed to the Department in an envelope bearing a postmark after May 28.

4. Fee to Accompany Application

A money order or certified cheque for the required fee, payable to the Treasurer of Ontario, must accompany each application.

5. Copies of the General Announcement of Summer Courses and copies of the application form will be mailed to all schools about the end of March.

6. Prospective applicants are asked to refrain from making routine inquiries about the courses until they have received and studied the General Announcement.

7. Please note that two new courses are being introduced in 1965 - Language Arts (for Elementary Schools) and Teaching the Deaf. Enrolment in these courses will be limited.

8. The co-operation of Inspectors and Principals is requested in bringing to the attention of teachers the list of fees. It should be noted that the late fee in 1965 will be $15. (See 3(b) above). No assurance can be given that applications received after May 28 will be considered.

H. E. Elborn
Assistant Deputy Minister of Education.

January 25, 1965.

1964-65:47
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Grade 12 Departmental Examinations, 1965

As indicated in Memorandum 1964-65:12, Section 2, Departmental Examinations will be written in World History, Part II (Grade 12), of the General Course and in Shopwork subjects (Grade 12) of the Technical course by all pupils requiring standing in these subjects for the Secondary School Graduation Diploma.

The dates and hours are now announced as follows:

Tuesday, June 8 - 1.30 - 3.30 p.m. - World History, Part II
Thursday, June 10 - 1.30 - 4.00 p.m. - Technical Subjects

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

December 22, 1964.

1964-65:48
6500

Exam. 10

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Objective-type Questions for Grade 13 Departmental Examinations, 1965.

Principals are asked to bring this Memorandum to the attention of all Grade 13 teachers and students.

The Minister of Education announces that for the Grade 13 Departmental Examinations of June, 1965, objective-type questions will be used on the nine papers listed below.

Botany
French (3-hour paper)
French Composition (2-hour paper)
Français (3-hour paper)
Composition française (2-hour paper)
Geometry
Physics
Trigonometry and Statics
Zoology

Not more than 30% of the total marks will be allotted to objective-type questions on each paper concerned.

Limited use will be made of maps, diagrams, charts, and printed answer sheets for short-answer questions on some of the other papers.

W. R. Stewart

Deputy Minister of Education

TORONTO 12,
December 22, 1964.

S.W.

1964-65:49
6500

Exam. 11

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re the Grade 13 Departmental Examinations in Algebra, Trigonometry and Statics, and Zoology, 1965

Principals are asked to bring this Memorandum to the attention of all teachers of the Grade 13 subjects concerned.

1. Algebra

Reference - Curriculum S.12
- Curriculum S. 8

The words "and variation" are to be deleted from line 1 of section 2 on page 19 of Curriculum S.12. This deletion is intended to clarify the statement previously announced in Curriculum S.8.

2. Trigonometry and Statics

Reference - Curriculum S.12
- Curriculum S. 8

The deletions in Statics on page 32 of Curriculum S.8 are intended to indicate that the following sections of the two commonly used text-books listed below do not need to be taught for the purpose of the Grade 13 examination in Trigonometry and Statics.

ELEMENTS OF TRIGONOMETRY AND STATICS, Petrie et al.

- Chapter XIX, Section 158, part C, page 345
- Chapter XXI, All of the chapter except section 171

PLANE TRIGONOMETRY AND STATICS, Miller and Rourke

- page 281, and page 282 to example 1
- page 288, Section 103 (except where reference is made to centre of gravity of a rod)
- page 291, Section 103.1
  Section 104.2
  Section 104.3, and problems not related directly to centre of gravity of a rod.

(Over)

4. Zoology

Reference - Curriculum S.23
- Curriculum S. 8

(a) In line 2 of the first paragraph on the Insecta on page 11 of Curriculum S.23 the word "three" should be deleted and the word "two" substituted therefor.

(b) On page 41 of Curriculum S.8, the bracketed phrase "(para. 3 only)" after the topic Insecta should be deleted.

W. R. Stewart

TORONTO 12,
January 19, 1965.

Deputy Minister of Education.

1964-65:50
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION.

Re: Curriculum S.17C (Grade 13 Physics)

The purpose of this memorandum is to assist principals and teachers in their plans for the teaching of Curriculum S.17C (Grade 13 Physics) scheduled for introduction in September, 1965. Since many teachers will be interested in taking a pre-service or refresher course based on Curriculum S.17C, we are pleased to bring to your attention the plans of several universities regarding this matter.

A UNIVERSITIES AND BOARDS OFFERING PRE-SERVICE PHYSICS COURSES

1. University of Western Ontario

(a) A series of Saturday lectures and laboratory periods was started on October 24 with an enrolment of forty-four teachers.

(b) A summer course will be offered in the summer of 1965.

2. University of Toronto

(a) A series of Saturday lectures designated as "an Institute in the P.S.S.C. Program" will commence on January 16, 1965. Application forms have already been distributed to the schools of Central Ontario.

(b) A similar program is being planned for the summer of 1965.

3. Carleton University

Plans have now been completed to offer a pre-service course in Physics during the summer of 1965.

4. Lakehead College of Arts, Science and Technology

Lakehead College is in the process of completing its plans for a 1965 summer refresher course for Grade 13 Physics teachers.

5. University of Windsor

A series of Saturday classes in all three sciences is now in progress.

6. Other Centres

The Ottawa Collegiate Institute Board is sponsoring a series of Saturday lectures for its Physics teachers this winter in co-operation with some physicists of Carleton University, the University of Ottawa and the Canadian Association of Physicists. The Toronto Board of Education sponsored a course in the summer of 1964. York Central District High School Board and North York Board of Education are offering courses this winter.

During this winter announcements regarding other similar courses may be expected. Both Laurentian University and the University of Waterloo have indicated their interest in offering a course if a sufficient number of teachers signify their wish to enrol.

Some courses will be offered in August and will be available to Associate Examiners after Grade 13 Departmental Examinations have been marked. For information regarding any of the above mentioned courses, teachers are advised to write to the Director of Extension of the University of their choice.

B EQUIPMENT AND FILMS

A Departmental list of equipment for teaching Curriculum S.17C will be available early in the new year. Requests for the list should be sent to the Secondary School Inspector of Science in the Divisional Office (Kingston, London, Sudbury or Toronto). Depending upon equipment already in the school, the cost for additional apparatus will vary from $1,000 to $2,000. Most boards will find that an estimate of $1,500 in their 1965 budgets for Physics equipment will be an adequate amount.

The P.S.S.C. has prepared a wealth of supplementary material in the form of films, manuals, and guides. Teachers are advised to investigate this material for assistance in presenting the course content.

A number of films on P.S.S.C. Physics will be available by Easter in the Audio-Visual Aids Branch of the Department.

C TEXT-BOOK

The book "Physics" (Copp-Clark) will be available for use. Under the Regulations, Grade 13 text-books are selected by the Principal and approved by the Board.

W. R. Stewart

W. R. Stewart,
Deputy Minister of Education.

January 7, 1965.

1964-65:51
6000

R 11 1965

DEPARTMENT OF EDUCATIONAL
LIBRARY
44 EGLINTON AVE. W.
TORONTO 12, ONTARIO
ONTARIO INSTITUTE FOR STUDIES IN EDUCATION
UNIVERSITY OF TORONTO

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO - Principals of Secondary Schools
Principals of Inspected Private Schools

Re - Form 900 - Critic-Teaching Report

Form 901 - Application for Admission to the second College of Education summer course leading to

(i) the Interim High School Assistant's Certificate, Type B,
(ii) the Interim Occupational Certificate, Type B, (Practical Subjects),
(iii) the Interim Vocational Certificate, Type B, in Commercial Subjects, or
(iv) the Interim Vocational Certificate, Type B, in Technical Subjects.

This Memorandum applies only to those principals who have staff members who qualified for a Temporary Secondary School Certificate at the special College of Education summer course in 1964.

1. Copies of Form 900, Critic-Teaching Report, were sent to the principals concerned in October, 1964.

2. On or about March 5, 1965, copies of Form 901, with the name of the teacher entered in each case, will be sent to the principals concerned.

3. Principals are reminded that Form 901, with Form 900 attached, is to be returned to the Registrar not later than April 5, 1965.

4. In order that Departmental records may be complete, the copy of Form 901 is to be returned, with an explanatory note if necessary, for each teacher concerned, even if he has left your school and/or the profession during the year.

CCBrown

Registrar.

TORONTO 12, March 1, 1965.

1964-65:52
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. Summer School for Grades 11 and 12 Subjects
2. Fellowships for Graduate Study in Education, 1965-1966, at O.C.E.

1. Summer School for Grades 11 and 12 Subjects

The provision for a board of education, a collegiate institute board or a high school board to conduct a summer school of at least six weeks' duration during July and August in subjects of Grades 11 and 12 of the General Course is being extended to include subjects of Grades 11 and 12 in any Branch of the Continuing or Reorganized Programs.

In order that the Department can maintain an up-to-date index of all school boards offering summer courses, an application for the Minister's approval should be submitted annually to the Secondary Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12.

2. Fellowships for Graduate Study in Education, 1965-1966, at O.C.E.

A number of fellowships and other forms of financial assistance are available for full-time students proceeding to graduate degrees in Education at the Ontario College of Education, Toronto. The following are included for the academic year 1965-66:

Graduate and Research Assistantships - $2,500 to $4,000
The F.W.T.A.O. Fellowship - $6,000
Guidance Centre Assistantships - up to $4,000
The William Pakenham Fellowship - $2,000

While the majority of awards will be made to students working toward the degree of Doctor of Education or Doctor of Philosophy, some will be made to Master's candidates. Further information and application forms may be obtained from: Director of Graduate Studies, Ontario College of Education, 371 Bloor Street West, Toronto 5, Ontario. Completed applications should be submitted before March 1, 1965.

Attention is also directed to the O.S.S.T.F. Scholarship for Educational Research - $2,500. Details are available from the General Secretary, Ontario Secondary School Teachers' Federation, 1260 Bay Street, Toronto 5, Ontario.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

January 6, 1965.

1964-65:53
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: OFFICIALS CONCERNED WITH SECONDARY EDUCATION

RE: INSPECTION OF TEACHERS HOLDING A SECONDARY SCHOOL CERTIFICATE AND TEACHING GRADE 9 OR 10 OF AN ELEMENTARY SCHOOL OR UNINSPECTED GRADES OF A PRIVATE SCHOOL.

A teacher who holds a secondary school certificate and is teaching Grade 9 or 10 of an elementary school or uninspected grades only of a private school may submit an application for an inspection by a secondary school inspector.

This inspection will be made upon request for:

a) a teacher on a Temporary Secondary School Certificate, seeking admission to the Completing Course at the Ontario College of Education, and

b) a teacher on an Interim High School Assistant's Certificate, Type B.

The teacher concerned must complete a copy of the attached "Application for Inspection for a Secondary School Certificate" and return it to the Secondary Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12, by October 31.

Inspection of a teacher implies that the inspector has the right to check the quality of the course taught, content, rate of course coverage, quality of the pupils' work (note-books, emphasis on form of oral and written answers, examination and answer papers, etc.).

W. R. Stewart

W.R. Stewart,
Deputy Minister.

TORONTO 12, January 5, 1965.

This Application is to be sent to the Department by October 31.

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

Application for Inspection

for a Secondary School Certificate

by a teacher of:

a) Grade 9 or 10 of an elementary school, or
b) Uninspected grades in a Private School.

To The Secondary Education Branch,
Department of Education,
44 Eglinton Avenue West,
TORONTO 12, Ontario.

Dear Sir:

I, ____
Print name in block letters, surname first. If a married woman, give maiden name also. If a member of a religious order, give lay name.

of ____,
ordinary mailing address

a teacher of ____,
name of school municipality

am the holder of a ______________________________ secondary school teaching certificate. I hereby apply for an inspection by a secondary school inspector.

Yours sincerely,

1964-65:54
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. Boards of Education Established under Section 51, The Secondary Schools and Boards of Education Act (Reference Memorandum 1963-64:86)
2. Note to Teachers of Grade 12 French Classes

1. Boards of Education Established under Section 51, The Secondary Schools and Boards of Education Act (Reference Memorandum 1963-64:86)

Memorandum 1963-64:86 contained a list of former public school boards which are now boards of education and, hence, are responsible for both elementary and secondary education of all pupils whose parents reside in the area under the jurisdiction of the board.

Since pupils from areas which are situated in the Territorial Districts of Northern Ontario may be attending secondary schools throughout the length and breadth of the Province, secretaries of secondary school boards and principals of secondary schools should check to see that no pupils from areas under the jurisdiction of such boards of education are classified in the Secondary School Register of Daily Attendance as Pupils Resident in Territorial Districts, but are classified as Pupils Resident in other Secondary School Districts. The Board of the District in which the parents reside should be billed for the gross cost of education.

2. Note to Teachers of Grade 12 French Classes

The Grade 12 Objective Test in French, scheduled to be written by pupils on May 7, 1965, will cover the entire French grammar course prescribed for the Grade 12 year.

During the spring term some teachers may find it necessary to allot more time to grammar than to authors lessons in order to cover this aspect of the prescribed course before the examination date.

Time taken for this purpose from the authors course should be made up after May 7 in order that the required amount of authors may be covered during the school year.

W. R. Stewart

W. R. Stewart
Deputy Minister of Education.

January 13, 1965.

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

1964-65:55
6000

MEMORANDUM FOR SECONDARY SCHOOL PRINCIPALS

RE: COMMITTEES OF SELECTION, PROVINCIAL TEACHERS' COLLEGES.

The Minister of Education announces that a Committee of Selection will be established at each Provincial Teachers' College early in 1965. The principal of the Teachers' College will act as chairman of the Committee, and the members will be drawn from the staff of masters of the Teachers' College, inspectors of elementary schools, and members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or representatives of this Committee.

Members of the Committee will in due course visit the Secondary Schools, where they will interview prospective applicants for admission to Teachers' Colleges. Arrangements for the date of these visits will be made by the principals of the Teachers' Colleges and Secondary Schools concerned. At the time of these visits, opportunities for individual interviews will also be given to mature persons in the community who hold the academic qualifications for admission to Teachers' College, and are interested in entering the teaching profession.

Each Secondary School principal is requested to inform the principal of the Teachers' College in his district on or before February 1, 1965, of the names of students in his school who are interested in entering Teachers' College in September, 1965, and who may have the necessary qualifications for admission at that time. Secondary Schools preparing students for admission to the Sudbury and the University of Ottawa Teachers' Colleges will be familiar with the courses at those institutions. A mutually convenient date will later be arranged for the visit of a representative or representatives from the Committee of Selection. Should a Secondary School principal have no names to report, he should advise the Teachers' College principal of that fact by February 1.

The helpful co-operation of Secondary School principals in this work in past years has been much appreciated by the Committees of Selection.

H. E. Elborn
Deputy Minister of Education.

January 12, 1965.

1964-65:56

6500

ONTARIO

DEPARTMENT OF EDUCATION

Exam. 12

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re the Grade 13 Departmental Examination in Art, 1965.

Principals are asked to bring this Memorandum to the attention of the teachers of Grade 13 Art.

References - Curriculum S.13
- Memorandum 1964-65:34 Exam. 6

To meet the requirements for any or all of the four pieces of work referred to in 5(a) (ii) of Memorandum 1964-65:34 Exam. 6, a candidate may submit a photograph or photographs of his work in Options 2, 3, 4, 6, 7, 8, 9 of Section 2 of Curriculum S.13, provided that he submits, along with the photographs, his original sketch or sketches of the work which has been photographed. Photographs will not be accepted for work in Options 1, 5, 10, 11 of Section 2 of Curriculum S.13.

It should be noted that photographs will not meet the requirements listed in 5(a) (i) of Memorandum 1964-65:34 Exam. 6.

H. E. Elborn

Assistant Deputy Minister.

TORONTO 12,
January 27, 1965.

1964-65:57
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Elementary and Secondary School Inspectors
Principals of Inspected Private Schools
Secretaries of Secondary School Boards
Departmental Officials

Re: Centennial School Project, Reforestation.

Reforestation is one of the many projects proposed by the Centennial Commission of the Federal Government to celebrate Canada's 100th birthday. It has been suggested that some classes in the elementary or secondary schools may wish to plant trees, preferably coniferous, on Crown, Conservation Authority, or other suitable land where such land is available within reasonable distance from the school.

The Ontario Department of Lands and Forests is ready to assist any school with such a project, and will help the school to locate a suitable lot, will provide the trees, and will supervise the planting.

In order that certain long term plans may be made, principals of secondary schools wishing to participate and elementary school inspectors or superintendents having schools under their jurisdiction wishing to participate are asked to make a preliminary application before February 18, 1965, to

Centennial School Projects Committee,
Ontario Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

Your prompt attention will be appreciated.

L. M. Johnston

L. M. Johnston,
Director, School Programs.

January 21, 1965.

1964-65:58
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS
SECONDARY SCHOOL PRINCIPALS

Re: Junior Red Cross

1. The Red Cross Fund For Needy Children at Home and Abroad is supported by the contributions of Junior Red Cross members in the Elementary and Secondary schools. It is administered by the Advisory Committee which consists of twelve school inspectors and officials, a physician and an orthodontist. Traditionally the campaign for funds has been held in February and the authorization of the board of trustees should be obtained by the principal for the solicitation of funds for this 1965 campaign of the Ontario Junior Red Cross. During the 1964 campaign, $113,147.01 was contributed to the Fund.

2. The Advisory Committee urges that the past emphasis on personal service, sacrificial giving and the raising of funds through individual and group effort be continued. The main projects of the Juniors have been the operation of the three dental coaches, and the eye conservation coach, and assistance in individual cases in the form of hearing aids, medication, special diet foods, dressings, glasses, orthopaedic shoes and orthodontia treatment. One of the cases involved assistance in bringing an eleven year old girl from Antigua, B.W.I. to the Hospital for Sick Children for heart surgery. A grant of $25,000 was made to National Junior Red Cross for its international work on behalf of Canadian Junior Red Cross.

3. The Advisory Committee is eager to hear from the inspectors and principals, from the Juniors themselves, and from their teacher sponsors, of projects of a local, provincial or national nature that are suggested for consideration of help. It is requested that, in bringing this campaign to the attention of teacher sponsors, the elementary school inspectors and the high school principals solicit suggestions that are worthy of support from the Fund. The individual suggestions need not be consolidated by the inspector or principal but may be sent to the Director as received, with any support or comment that the inspector or principal may wish to give to them.

4. Principals of elementary schools should be asked to make their returns to the local inspector. The elementary school inspectors and secondary school principals should forward contributions to Mrs. O.C. Herrington, Director of Ontario Junior Red Cross, 460 Jarvis Street, Toronto 5, Ontario.

Superintendent of Supervision.

January 25, 1965.

AUG 26 1965

1964-65:59
6500

DEPARTMENT OF EDUCATIONAL
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UNIVERSITY OF TORONTO

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. Information concerning Applicants for Teaching Positions
2. National Student Aid Information Service of the C.S.T. Foundation

1. Information concerning Applicants for Teaching Positions

The attention of secondary school principals and secretaries of secondary school boards is again directed to the procedure which should be observed in making enquiry about applicants for teaching positions.

(a) All requests by telephone to the Supervision Division, Department of Education, after February 24 until March 19 should be made to Mrs. Malton and Miss Preston at 365-2774 and 365-5367. After March 19, requests should be made to Mrs. Malton at 365-2774.

(b) The school official placing the call should give his name, position, and address. The list of applicants submitted should be arranged alphabetically with the Christian name and second initial also where the surname is one in common use. In the case of a married woman, the maiden name should also be included. Opposite each name the school at which the teacher is now employed, or was last employed, and the required subject area, should be indicated. Separate lists should be presented for (i) assistant teachers and (ii) principals, vice-principals, or heads of departments. Information cannot readily be given on teachers who left the profession more than three years ago, since their names do not appear on our current files. In most cases, the general information as indicated below will be given immediately, but where it is necessary to make a return contact this will be done by making a collect telephone call as soon as the necessary data can be assembled.

(c) In view of the fact that thousands of enquiries are received, only one call should be made regarding any list of applicants, and the names of only the most suitable applicants should be submitted. Replies will ordinarily be limited to general terms, such as, outstanding, excellent, very good, good, fair, unsatisfactory. More detailed comments may be made on applicants for the position of Principal, Vice-Principal, or Head of department. In order to provide service to a maximum number of boards, it is requested that a preliminary reduction of the lists to five or six names be made.

(d) Representatives of the Supervision Division will be available by telephone at 365-2774 and 365-5367 on two Saturdays, February 27 and March 6, 9.00 a.m. to 4.00 p.m.

(e) Telephone enquiries concerning the work of teachers-in-training at the Ontario College of Education may be made on Friday, February 26, and Saturday, February 27, from 9.00 a.m. to 4.00 p.m., as follows:

(Over)

(i) High School Assistant's Course - Registrar, 928-3230
(ii) Vocational Course - Director, 928-3233

Telephone enquiries may also be made as above from Monday, March 1, to Saturday, March 6, and thereafter from Monday to Friday each week.

Arrangements for interviews at the College with teachers-in-training may be made with the Registrar or the Director for Friday, February 26, and Saturday, February 27, from 9.00 a.m. to 4.00 p.m., and thereafter from Monday to Friday each week between 3.30 p.m. and 5.30 p.m.

2. National Student Aid Information Service of the C.S.T. Foundation

The National Student Aid Information Service, Canadian Scholarship Trust Foundation, 160 Eglinton Avenue East, Toronto 12, Ontario, has announced an information service on undergraduate awards for post-secondary institutions. A manual including two major indexes makes it possible to locate awards by faculty, by field of study, and by institution. The subscription to the Student-Aid Information Manual is $12.50 for the first year and $10.00 per year in subsequent years for information designed to keep the publication up to date. Information to individual students concerning available scholarships and bursaries is also offered for a one-dollar fee to cover the cost of handling and mailing.

a.H. McKague
A. H. McKague
Superintendent of Supervision.

February 12, 1965.

1964-65:60
6500

EXAM. 13

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

DEPARTMENT OF EDUCATIONAL
ONTARIO COLLEGE
UNIVERSITY OF TORONTO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re the Grade 13 Departmental Examination
in Biology in 1966

The following is sent for the information of principals and others who are planning teaching assignments and timetables for the Grade 13 year in 1965-66. Copies are being sent to officials of the Universities, who are understood to be preparing their calendars for 1966-67.

1. In June, 1966 there will be a single 2-hour Grade 13 Departmental examination paper in Biology, in place of the present two examinations in Botany and Zoology.

   The examination will be based on the new course in Biology to be introduced in September, 1965.

2. The new Biology will count as one paper, or one credit, as is the case with Physics or Chemistry, for the Secondary School Honour Graduation Diploma, for admission to Teachers' College, and for Student-Aid Awards. This ruling is based upon the fact that the new course in Biology has been planned on the basis of five periods per week.

   It may be recalled that both the University Matriculation Board and The Grade 13 Study Committee, 1964 have upon occasion referred to the new paper in Biology as a three-hour paper. However, the later decision to plan the Grade 13 Biology course on the basis of five periods per week placed this paper in the group of 2-hour papers.

3. In 1966, for the purposes of the Secondary School Honour Graduation Diploma, admission to Teachers' College, and Student-Aid Awards, a candidate who holds standing in Botany and/or Zoology obtained prior to September 1965, may count Grade 13 standing in any two of Botany, Zoology, Biology. For information regarding admission to University, the calendars of the various Universities should be consulted.

4. For candidates who in September, 1965 hold Grade 13 standing in one of Botany and Zoology, but not in both, Grade 13 examination papers

(over)

will be provided in June, 1966 in Botany and in Zoology. These will be two-hour papers and will be based upon the present courses of stud in these subjects.

All such candidates are urged, however, to take the new Biology course and to write the examination based upon it.

This announcement represents a change from the ruling given in Memorandum 1964-65:22, Exam 3.

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, February 5, 1965

The following information is given for clarification.

For the Grade 13 year of 1965-66,

(a) the following subjects will count as two credits (i.e. two of the former papers);

English, Français, Latin, Greek, French, German, Spanish, Italian, Russian.

(b) the following subjects will count as one credit (i.e. one of the former papers);

History, Algebra, Geometry, Trigonometry and Statics, Physics, Chemistry, Biology, Music, Accountancy Practice, Secretarial Practice, Mathematics of Investment, Geography, Art.

1964-65:61
10,500

ONTARIO
DEPARTMENT OF EDUCATION

TORONTO 12, ONTARIO

AUG 26
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MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Teachers' Colleges
Principals of Secondary Schools
Principals of Private Schools
Secretaries of Secondary School Boards
Secretaries of Boards of Education
Secretaries of Elementary School Boards
Department Officials

RE: Curriculum Bulletin

The Curriculum Division of the Department of Education has begun to issue bulletins to all teachers in the Province. These should be retained for future reference.

The first bulletin deals mainly with the current major revisions of the courses of study for Kindergarten and Grades 1 through 6.

Future bulletins will provide teachers with information concerning trends, methods, and materials. It is hoped that they will serve as study papers for teachers involved in a continually changing curriculum.

Some suggestions for the use of bulletins:

1. staff meetings;
2. in-service programme material;
3. class discussion with student teachers;
4. inspectors' group meetings.

Please encourage groups to forward comments and opinion arising from their discussions to:

The Superintendent of Curriculum Division,
344 Bloor Street West,
Suite 600,
Toronto 4, Ontario.

F. S. Rivers

TORONTO 12,
February 3, 1965.

F.S. Rivers,
for Deputy Minister.

SW

1964-65:62
18,000

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

Memorandum to

Directors and Superintendents
Inspectors of Schools
Principals of Elementary and Secondary Schools
Secretaries of School Boards
Principals of Teachers' Colleges, Institutes, and Vocational Centres
Superintendents of Schools for the Deaf and School for the Blind

Re: The Canadian Flag

Announcement has been made that the new Canadian Flag will be officially raised for the first time on Monday, February 15, 1965, at 12 noon Eastern Standard Time. A ceremony arranged by the Government of Canada for this flag-raising will take place in the Parliament Buildings in Ottawa, and a similar ceremony arranged by the Ontario Government will be held at the same time in front of the Parliament Buildings in Queen's Park, Toronto. It is probable that the event will also be observed by municipalities across the Province, but such ceremonies will be the responsibility of the local municipal authorities.

In so far as schools are concerned, the regulation regarding the use of the flag in elementary schools is being amended to authorize the flying of the new Canadian Flag, which has been approved by the Parliament of Canada and proclaimed by Her Majesty the Queen, on public holidays and on such occasions as the school boards may direct. No specific regulation has governed the use of the flag in the case of the secondary schools, but it is assumed that the new Canadian Flag will be flown at such institutions on similar occasions on and after February 15, 1965, or from such date as the new flag may be available. Where any school has the flag it should be raised on February 15. Care, of course, should be taken not to keep pupils standing outdoors at a ceremony for any protracted period in the wintry weather. It is suggested in any event that suitable reference be made to the inauguration of the flag on February 15 either at school assemblies or in current events classes.

The Canadian Flag will play a significant role in the life of the nation and in the lives of the boys and girls and young men and women now in our schools. I would request that the occasion of its initial raising receive due attention in all our institutions of learning in order that the historic event may be a truly memorable one.

William G. Davis
Minister of Education

February 5, 1965

DEPARTMENT OF EDUCATION
ONTARIO COLLEGE OF EDUCATION
UNIVERSITY OF TORONTO

1964-65:63
6500

Exam. 14

ONTARIO
DEPARTMENT OF EDUCATION

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TORONTO 12, ONTARIO

MAR 11 1965
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UNIVERSITY OF TORONTO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Diploma Problems related to changes in the Courses of Study in Senior Division Mathematics

The change in Senior Division Mathematics of the Five-year Program provides the following curriculum schedule.

	Curriculum		
School Year	Grade 11	Grade 12	Grade 13
1964-65	New	Old	Old (3 papers)
1965-66	New	New	Old (3 papers)
1966-67	New	New	New (2 papers)

In the normal course of events, standing in Mathematics for the Secondary School Graduation Diploma will be based upon the following sequences of preparation.

	Based upon work of	
June of	Grade 11	Grade 12
1965	1963-64 (Old)	1964-65 (Old)
1966	1964-65 (New)	1965-66 (New)

The pupil who proceeds through Grade 11 and Grade 12 in consecutive years will have no problem. However, there will be a problem created for the Grade 12 pupil of 1964-65 who fails to get a pass mark in June, 1965, in the combination of Grade 11 Geometry of 1963-64 and Grade 12 Algebra of 1964-65.

To provide for this situation it is now announced that a candidate for the Secondary School Graduation Diploma in 1966 may receive credit for the Mathematics option of a Five-year Program by completing successfully one of the following combinations.

(a) (i) Mathematics, Grade 11 (New)
and
(ii) Mathematics, Grade 12 (New)

OR

(b) (i) Mathematics, Grade 11 (New)
and
(ii) one of Geometry, Grade 11 (Old) or Algebra, Grade 12 (Old) provided that credit in the subject of (b) (ii) was obtained in 1965 or earlier.

(Over)

Principals are therefore advised as follows.

1. Standing in Mathematics for the Secondary School Graduation Diploma may be completed through an approved summer school in 1965.

2. A student who, in September, 1965, holds standing in Grade 11 Geometry (old) but who has not obtained standing in Grade 12 Algebra (old) should be enrolled in Grade 11 Mathematics (new).

3. A student who, in September, 1965, holds standing in Grade 12 Algebra (old) but who has not obtained standing in Grade 11 Geometry (old) should be enrolled in Grade 11 Mathematics (new).

For the examinations of 1965 the ruling is continued that if a candidate's Grade 13 Departmental statement of standing shows that he ha obtained 40 or more marks in Algebra or Geometry he is considered to hav Grade 12 standing in the paper concerned.

It has been announced that in June, 1967, there will be two Grade 1 papers in Mathematics in place of the present three papers in Algebra, Geometry, and Trigonometry and Statics.

For a candidate who, in September, 1966, holds Grade 13 standing in one or two of the three Mathematics papers, but not in all three, Grade examination papers will be provided in June, 1967, in Algebra, Geometry, and Trigonometry and Statics. These papers will be based upon the courses of study in effect during the 1965-66 school year.

H. E. Elborn

TORONTO 12,
February 8, 1965.

Assistant Deputy Minister.

1964-65:64
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. June Examinations, 1965, in Grades 9 - 12
2. Early release of Occupational Class pupils in final year
3. Marking of Attendance for June, 1965

1. June Examinations, 1965, in Grades 9 - 12

All pupils in the General Course in Grade 12 will be required to write final examinations in the subjects of Grade 12, and all pupils in the Five-Year Program in Grade 11 will be required to write final examinations in each subject of Grade 11 which is used to obtain part of a mark submitted on Form 360A for purposes of the Secondary School Graduation Diploma (i.e., history, geography, science). Mathematics, Grade 11 (new), will not be considered as a diploma subject of Grade 11. Because the new Grade 12 course in mathematics will be a continuation of the Grade 11 course, mathematics now becomes a two-year option (similar to French or Latin) requiring the reporting of Grade 12 standing only.

As indicated in Memoranda 1964-65:12, 40, and 47 all pupils in Grade 12 of the Technical Course will be required to write a Departmental Examination in one of the Technical Subjects listed below.

For technical subjects not listed, a final examination should be prepared by the teachers concerned. Schools will arrive at the final mark in these subjects in their customary manner after consideration of both the examination mark and the value of the pupil's term work. The mark obtained by the pupils in an unlisted subject need not be reported to the Department.

Applied Electricity
Applied Electronics
Applied Electricity and Electronics
Auto Mechanics
Drafting - Architectural
  and Building Construction
Drafting - Mechanical
Graphic Arts
Machine Shop Practice
Sheet Metal Practice
Welding
Woodworking - (Candidates to select
  applicable parts from
    Building Construction
    Cabinet Making
    Pattern Making
    General Woodworking)

As announced earlier the dates of June Departmental Examinations for 1965 are:

Technical Course	-	Thursday	June 10	p.m.	1.30 - 4.00	- Technical Subjects
General Course	-	Tuesday	June 8	p.m.	1.30 - 3.30	- World History, Part II

The other examinations of Grades 9 - 12 set by teachers may be written on or after June 7, having due regard for those students who would be unable to write on June 7 because of the religious holiday. Principals are urged to arrange the timetable for these examinations as late in the month of June as possible consistent with the provision of adequate time for the marking of papers and for promotion meetings.

(Over)

2. Early release of Occupational Class pupils in final year

Pupils enrolled in the final year of courses in Occupational Classes or in a Special Vocational School who, in the opinion of the principal and staff, have completed their courses for the Certificate of Training with good standing, may be given exemption from the final examinations and may leave school to take employment at any time after Easter provided that the pupils have firm offers of employment and proceed to accept the offers.

3. Marking of Attendance for June, 1965

Section 5 (d) of The Department of Education Act reads as follows: "For the purpose of calculating legislative grants, the Minister may add to the actual aggregate attendance of a school the number of days attendance lost by pupils who were absent from school when their regular classroom work was discontinued because of the holding examinations that they were not required to write."

In order to ensure uniformity of procedure, and to enable Boards to receive the full grant to which they are entitled under the above-mentioned section, all those concerned are directed to conform to the plan outlined below.

Only those pupils who are in actual daily attendance up to but not including the dates given below for each grade shall be marked present in the Daily Register of Attendance.

Grade 13	-	May 31
Grades 11 and 12	-	June 7
Grades 9 and 10	-	June 7

Commencing with the dates given above and throughout the interval up to and including June 29, the day of school closing in 1965, for pupils in any secondary school grade who write examinations, or who are exempted from writing by reason of superior standing during the school year in Grades 9, 10, 11, or 12, the letter "G" shall be entered in the Daily Register of Attendance for each school day. Where under this section the letter "G" is first entered for a pupil, a horizontal line may be drawn to the right of it indica ing that "G" is applicable up to and including June 29. The total number of "G" days for the class should be indicated at the foot of the June page of the register.

These provisions will not apply to pupils of Occupational Classes or Special Vocational Schools who have finished their courses and have taken employment after Easter under Section 2 above. They are to be recorded as "present" and, although regularly employed, will be deemed to be on cooperative work experience up to and including June 29. A notation of "work experience" should be made on the page of the register with an asteris opposite the names of the pupils concerned.

Daily Registers of Attendance and records of attendance totals should be kept in correct form for examination by the recently-appointed auditors of the Department of Education.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

February 22, 1965.

1964-65:65
6000

EXAM.15

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re the Teacher's Mark for Grade 13 Subjects in 1965

Principals are asked to bring this Memorandum to the attention of all teachers of Grade 13 classes.

1. The Minister of Education and the members of the University Matriculation Board approved Recommendation No. 3 of the Report of The Grade 13 Study Committee, 1964, which reads as follows.

"That for the 1965 Departmental Examinations, 25% of the final mark assigned to a candidate in each subject or in each paper, as the case may be, be based upon the recommendation mark which in the opinion of the principal and teacher represents the candidate's proficiency as reflected in his year's work, and 75% of the final mark be based upon the June Departmental examination."

2. This recommendation was based upon the apparent wide-spread belief among teachers, students, and parents that "the present system of uniform external Grade 13 examinations places too high a premium upon the single try for standing, since the teacher's estimate of the student's proficiency, based upon close observation of his work for a full academic year, is not taken into account in determining the final standing, except in cases of illness or other emergencies which can be established as having an adverse effect upon examination performance".

The Grade 13 Study Committee considered that its recommendation for the use of the 25% also represented a significant step toward the partial reduction of the undue influence of uniform external examinations on teaching procedures --- a step which was advocated by a great many of those who expressed their opinions to the Committee.

3. The immediate need is to establish a policy which will

   (a) ensure that the teacher's mark submitted by the principal and teacher represents as accurately as possible the candidate's proficiency in his year's work; and

   (b) provide for any necessary adjustment by the Department of the teacher's mark to ensure equalization in the value of the mark from school to school across the Province.

(over)

4. The following suggestions are offered for the guidance of principals and teachers in assigning the teacher's mark, which will be required in all subjects (including English and Français for aegrotat cases only).

    (a) The teacher's mark will not be the average of the marks obtained by the candidate on the Christmas and Easter examinations.

    (b) The teacher's mark will likely differ from the "Teacher's Recommendation Mark" of former years. The latter mark tended to indicate the mark which the teacher expected the candidate to make on the June Departmental examinations.

    The teacher's mark in 1965 is intended to reflect, to a greater degree than in the past, the candidate's general proficiency, including the results of laboratory, library, research, and other independent work done as part of his "study in depth", as well as the results of school examinations.

    (c) It is suggested that the teacher's mark may be obtained from a weighted average of the Christmas examination, the Easter examination, and the year's work, as outlined above, including the student's accomplishment subsequent to the Easter examination.

5. Where a school has more than one teacher of a particular Grade 13 subject, the principal is expected to take the necessary steps to ensure uniformity of standards among these various teachers.

6. The teacher's mark in each case will be submitted to the Department upon the basis of 100 marks. The necessary adjustment to 25% will be made at the Department.

The teacher's mark will be CONFIDENTIAL. It must not be released by the principal and teacher for any purpose whatever, except for submission to the Department. The teacher's mark will also be considered Confidential by the Department.

7. Bona-fide Private-Study Candidates

For the purposes of the teacher's mark in 1965, a bona-fide private-study candidate is a candidate who was not

    (a) enrolled in the day or evening classes of a secondary school or an inspected private school in the subject concerned after January 29, 1965; or

(b) enrolled in the Departmental Correspondence Courses in the subject concerned after January 29, 1965.

Note. A bona-fide private-study candidate as defined above shall have his Grade 13 Departmental standing based entirely upon the Departmental examination written in June, on the basis of 100 marks. This special provision for bona-fide private-study candidates is necessary, since this type of candidate cannot obtain a teacher's mark based upon his year's work.

8. The principal is required to submit a teacher's mark in the subject concerned for each candidate who is enrolled in the day or evening classes of a secondary school or an inspected private school after January 29, 1965.

Where a student leaves classes after January 29, 1965, the teacher's mark shall be the mark which the candidate might be expected to obtain on a final June examination.

Similarly, the Administrator of Departmental Correspondence Courses is required to submit a teacher's mark for each candidate concerned.

9. Procedure at the Department of Education

It is realized that there is some variation in marking standards from school to school throughout the Province. This situation obviously creates one of the main problems in connection with the use of the teacher's mark for part of the final standing. This is the appropriate time to establish a policy for the equitable administration of the principle involved.

The Special Revising Board will be responsible for the supervision and direction of any steps which must be taken to ensure that realistic standards are set from school to school. This Board, which comprises sixteen members, eight representing the Department and eight from the Universities, has been responsible over the past forty years for reviewing the marks of all candidates and for making any necessary minor adjustments to ensure equitable treatment for all candidates.

Under the direction of The Special Revising Board, and upon the basis of past experience and statistical procedures, any differences in marking standards will be resolved. It should be noted that the proposed adjustments will not alter a candidate's rank among his classmates so far as the teacher's mark is concerned, this is determined solely by the teacher and principal, who are in the best position to make that judgment. The adjustment at the Department, if any, will remove only any gross differences between schools in levels of marking in each subject.

(over)

10. An important point to be kept in mind is that, except in the case of a bona-fide private-study candidate or a candidate who is eligible to be considered for aegrotat standing, the final mark for a candidate will not be determined until The Special Revising Board has reviewed and approved the result obtained from the combination of the 25% and the 75%.

This final mark will be the only mark released and will be the official mark for a candidate; consequently it will be used for all purposes, including Ontario Scholarships and Student-Aid Awards.

11. The mark to be used in cases of aegrotat standing

Where a candidate is unable to write one or more of the examinations in June because of illness or some other reason which in the opinion of The Special Revising Board entitles him to aegrotat standing, the teacher's mark will be used as the basis for aegrotat standing.

In the cases of English and Français, the principal and teacher will be asked to submit two marks, each on the basis of 100:

(a) a mark for written composition as indicated in Memoranda 1964-65:33 and 1964-65:36; and

(b) a teacher's mark determined as described in this Memorandum, which will be used only where a candidate, who has been unable to write the examination because of illness or for other reasons, is found to be eligible for aegrotat standing.

H. E. Elborn

Assistant Deputy Minister

TORONTO, February 19, 1965.

Note. For information regarding candidates who are eligible to write the two-hour papers in the languages, see Memorandum 1964-65:39 Exam 8.

1964-65:66
6500

MAR 11 1965
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44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

RE SPECIAL COURSE IN THE TEACHING OF FRENCH TO ENGLISH-SPEAKING PUPILS IN ELEMENTARY SCHOOLS

The co-operation of all secondary school principals is requested in bringing to the attention of interested persons information about this course. It will be offered in Toronto and Ottawa, from July 5 to August 6, to a limited number of applicants, who may not hold basic teaching certificates, but who have academic qualifications in French equivalent to Ontario Grade 13 standing, and who can demonstrate to a Committee appointed by the Minister that they possess a high degree of fluency in the French language.

Course content will include a study of current methods, teaching aids, and class organization and objectives. Special emphasis will be given to methods of teaching French as a second language.

A temporary certificate as Teacher of French to English-speaking Pupils in Elementary Schools, renewable annually on the recommendation of the inspector, will be granted to those who complete the course successfully.

An applicant for this course will:

(i) be at least 25 years of age;
(ii) be a British subject or a Canadian citizen or have signed a certificate of intention to become a Canadian citizen;
(iii) submit evidence of successful completion of Ontario Grade 13 French or its equivalent;
(iv) have a recommendation of acceptance from a Committee appointed by the Minister, following an interview to ascertain the applicant's competence in French.

On receipt of the completed application form, arrangements for an interview, during the month of June, will be made by the Department.

NOTE: A candidate who does not hold a basic teaching certificate will be required to submit to the Minister proof of freedom from active tuberculosis.

The information given above will be included in the General Announcement, Summer Courses 1965, which will be sent to all schools about the end of March. Interested candidates may secure further information from the Superintendent of Professional Development, Department of Education, 40 Eglinton Avenue East, Toronto 12.

After April 1 application forms may be secured by writing to the Deputy Minister, Department of Education, 44 Eglinton Avenue West, Toronto 12.

A.H. McKague
A. H. McKague
Superintendent of Supervision.

February 24, 1965.

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ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH ELEMENTARY OR SECONDARY EDUCATION

RE APPLICATIONS FOR ADDITIONAL DAYS FOR GRANT PURPOSES UNDER SECTION 5(c) OF THE DEPARTMENT OF EDUCATION ACT

It has come to our attention that principals are uncertain concerning the closing of a school when a large proportion of the pupils have been absent because of transportation difficulties. In most cases, the principal has kept the school open for those students who could and did attend; in some cases, the principal has closed the school even though some pupils had already reached the school.

Because different interpretations have been placed upon Section 5(c) of The Department of Education Act, applications will be accepted in all past cases when a school has been closed because of inclement weather.

You are hereby advised, however, that from this date, the schools should be kept open for those pupils who can and should attend. An application for additional days for grant purposes should be submitted only for those pupils who were absent because of a breakdown of transportation arrangements. An application for additional days for grant purposes for absence of the total number on the roll because of impassable roads should be submitted only when all pupils are unable to attend or when too few teachers are present to carry on classes even on a combined basis. The closing of a school when one or more teachers and some pupils are present should, therefore, rarely occur. Even though the number of pupils who do attend under such circumstances may be quite small, the time can be spent very profitably in review work and tutorial assistance.

All applications for additional days for grant purposes under Section 5(c) of The Department of Education Act for elementary schools shall henceforth be submitted to the elementary school inspector, and for secondary schools to the district secondary school inspector.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

February 25, 1965.

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DEPARTMENT OF EDUCATION

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TO: Secretaries of Elementary and Secondary School Boards,
Library Boards,
Principals of Provincial Institutes of Trades, Ontario Vocational Centres, Institutes of Technology, Ryerson Polytechnical Institute and Teachers' Colleges,
Deans of the Ontario Colleges of Education,
Superintendents of the Ontario Schools for the Deaf, and the Ontario School for the Blind.

The support of the Canadian economy is a responsibility that each one of us must share, and I regard it as particularly important that the authorities and officials of the educational institutions of the Province keep this constantly in mind.

It is suggested that boards, officials and administrators of our many educational institutions should encourage the policy of "Buy Canadian" by advising architects and consultants to specify Canadian goods and manufactured products whenever possible, and by instructing purchasing departments to adhere to the practice of buying Canadian-made goods where price and quality are comparable.

In 1962, a memorandum was sent to boards and officials of the secondary schools of this Province requesting their support of this "Buy Canadian" policy, and at this time I am urging all boards and persons connected with our schools to maintain this policy.

I am certain that a significant stimulation of our Canadian economy can result from the combined effort of the many educational authorities in Ontario.

William Davis
William G. Davis,
Minister of Education.

MAR 11 1965

February 25, 1965

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DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH ELEMENTARY AND SECONDARY EDUCATION

RE: PROVISION OF TEXTBOOKS FOR STUDENTS IN GRADES 11 AND 12, EFFECTIVE SEPTEMBER 1965

Under the new regulations regarding textbooks, elementary and secondary school boards will be required to provide the textbooks to be used in their respective schools in all courses from kindergarten to Grade 12, effective with the opening of school in September, 1965. Changes in General Legislative Grants related to textbooks are designed to provide for the more economic use of our financial resources and our books. It is important, however, because of the varying needs of students, and the many new courses which are being developed under the Reorganized Program of Study to meet these needs, that a reasonably wide choice of available texts be offered to teachers and school boards.

The extension of the policy of providing all texts in Grades 11 and 12, as well as in all grades from kindergarten to Grade 10 inclusive according to previous regulations, is an integral part of a carefully considered program to provide equality of educational opportunity for the youth of Ontario. Although the new grant may cover the total cost of textbooks in some areas, most school boards will find it necessary to supplement the amount of the grant to allow for the individual needs of their own municipalities. It is not intended that the administration and circulation of textbooks should become a burden on teachers. On the contrary, the increased grants should assist boards in providing clerical assistance which will free teachers from routine clerical tasks in order that they may give full attention to their professional work of teaching.

As stated above, the choice of texts available to teachers should be sufficiently broad to provide suitable courses for all classes in an up-to-date school program. Flexibility should be maintained in the selection of textbooks in English literature, for example, and in the authors of language courses other than English. In other subject areas where no texts are included in the approved lists in Circular 14, teachers may select texts, where these are required, subject to the approval of the principal and of the board by resolution. Circular 14, 1965, is designed to give guidance to teachers and principals with respect to texts which may be chosen to assist the class-room teacher in achieving the objectives of a particular course of study.

In 1966, the new Grade 12 Chemistry course will be compulsory in the Five-Year Program for all pupils who choose chemistry as an option and new texts will be required. Care should be taken where possible, therefore, to purchase used books for 1965-66.

In 1964 the Department of Education paid two grants of $6.00 each for students in Grades 9 and 10, or a total of $12.00 per student of average daily attendance in 1963, to assist boards to build up a supply of books. In 1965, a textbook grant of $6.00 per student of average daily attendance for the preceding year will be paid for students in Grades 9 and 10. This year the Department will help boards to build up a supply of books in Grades 11 and 12 by paying a grant of $20.00 per student of daily average attendance for the preceding year. In 1966, the grant for Grades 11 and 12 will probably be $10.00 per student.

(Over)

A more detailed statement concerning the choice of texts, all of which have been carefully appraised by teachers and Departmental officials, and other suggestions for the assistance of teachers, principals, and school boards, will be found in Circular 14, 1965, which has been issued to the schools recently.

Copies of Regulations, General Legislative Grants, 1965, incorporating the changes set out above were sent to all school boards and schools in February.

H.E. Elborn

H. E. Elborn
Assistant Deputy Minister.

March 26, 1965.

1964-65:70
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APR 15
DEPARTMENT OF EDUCATIONAL
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TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH ELEMENTARY AND SECONDARY EDUCATION

RE:
1. Fellowships for students enrolled in Type A Courses at a College of Education, effective September 1965
2. Test Letter, Department of Educational Research
3. Error in Circular H.S. 1
4. Conservation Course, Albion Hills Conservation School
5. Booklets to elementary and secondary schools

1. College of Education Fellowships

All students who are enrolled in Type A Courses for the full year of professional training at a College of Education, effective September 1965, will receive a $500 fellowship. These fellowships are designed to encourage honour graduates to undertake the full year of post-graduate professional training offered in the Colleges of Education and to stress the importance of a full year of professional training for teachers.

2. Test Letter, Department of Educational Research

A quarterly news bulletin, entitled "Test Letter", will be sent to the schools from the Department of Educational Research. The Test Letter is a publication designed to keep all interested educationists in the Province of Ontario informed about recent and vital developments in test construction in the Department and to indicate other publications related to tests and to processes of test development and measures.

3. Error in Circular H.S. 1

On Page 24 of Circular H.S. 1, issued February, 1965, the word "or" inserted between the subjects of Music and Marketing in the list of optional subjects for Grades 11 and 12 should be deleted.

4. Conservation Course, Albion Hills Conservation School

As a result of considerable interest by teachers in conservation, the Metropolitan Toronto and Region Conservation Authority is offering two concentrated five-day courses in conservation from July 5 to 9 and August 30 to September 3, 1965. The courses will consist of a series of field trips in and near the Albion Hills Conservation Area, including various aspects of soils and land use, agriculture, geology and geography, forestry, water conservation, fish and wildlife, and ecology. Specialists in these fields from various Universities, Government Departments and Agencies will present the program. Meals and accommodation will be provided at the Albion Hills Conservation School, located six miles north of Bolton.

The adult conservation course will complement the summer program which was initiated during the summer of 1964 for students who had completed Grades 7, 8, 9 and 10. The student summer program will be offered from July 12 to August 20 in 1965.

(Over)

For further information, contact the Metropolitan Toronto and Region Conservation Authority, Box 720, Woodbridge, telephone 285-5425.

5. Booklets to elementary and secondary schools

A booklet, "Commercial Fishing in Ontario" is being distributed by the Department of Lands and Forests to all elementary and secondary schools.

A. H. McKague

A. H. McKague
Superintendent of Supervision.

March 10, 1965.

1964-65: 71
6500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Elementary and Secondary School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Departmental Officials

Re: Board-Sponsored Winter Courses for Teachers, for Certificate Credit

This Memorandum supersedes Memorandum 1964-65:32 dated Dec. 2, 1964

No changes have been made in the basic requirements for establishing winter courses for certificate credit, but some items have been expanded and clarified.

Attention is particularly directed to the following:

(i) the list of courses which may be offered with the minimum number of staff members required for each. (Until the Department and School Boards have had an opportunity to evaluate winter sessions it is expected that only those courses leading to the Elementary Certificate will be offered.)

(ii) the revised attendance regulations

Further details are outlined on the reverse side of this Memorandum.

It is understood that the provision of accommodation, the selection and payment of staff, and the collection of fees, will be the responsibility of the sponsoring Board(s). The Department cannot undertake to provide staff or financial assistance for winter courses.

You are requested to bring this information to the attention of School Boards.

Please note that inquiries regarding winter courses, and completed application forms should be directed to the Superintendent, Professional Development Division, Department of Education, 40 Eglinton Ave.East, Toronto 12.

H. E. Elborn
Assistant Deputy Minister.

Toronto, Ontario,
March 17, 1965.

(over)

Re: Board-Sponsored Winter Courses for Teachers, for Certificate Credit

The Minister of Education, the Honourable Wm. G. Davis, has approved the following:

1. A Board desiring to operate a winter course for teachers, leading to a Department of Education certificate, will submit an application, on the forms provided, on or before April 1, to conduct a course during the following school year.

2. Only courses for which the Department presently gives a certificate, and for which the Board(s) can provide a sufficient number of qualified staff members may be offered. Two or more Boards may act as co-sponsors of a course. (A list of courses with the minimum staff requirements for each is included in this memorandum).

3. Admission requirements, attendance, regulations, and hours of instructio will be the same as those for equivalent summer courses.

4. Course content, assignments, examinations, and qualifications of staff are subject to approval by the Department.

5. The Department reserves the right to exercise such supervision of a course as is deemed necessary.

6. Where it is reported to the Minister that too few candidates are in attendance, or that a Board has failed to supply an adequate number of qualified and experienced staff members to conduct a course effectively, or that the regulations of the Department are not being observed, the Minister may withhold certificate credit for such a course.

Notes:

1. Selection and payment of staff, and the collection of fees, will be the responsibility of the sponsoring Board(s). The Department cannot undertake to provide staff or financial assistance for winter courses.

2. The principal of each winter course will submit to the Professional Development Division, Department of Education, on or before August 1, a topical outline indicating the content of the course to be offered.

3. Admission requirements for all courses are outlined in the Regulation re Special Certificates. (Copies are available on request).

   Attendance regulations permit necessary absence of 3 days during a Departmental Summer Course. In exceptional circumstances an absence of 5 days may be permitted. An absence of more than 5 days for any reason, prevents a candidate from receiving a certificate. For winter

(cont'd.)

Note 3 (Cont'd.) courses the same rule should apply, substituting the following: Absence of more than 20 hours, (i.e. 5 four-hour sessions or 10 two-hour sessions) for any reason, will prevent a candidate from receiving a certificate.)

Hours of instruction in Departmental Summer Courses may not be fewer than 120. For Winter Courses there will be a minimum of 100 hours of classroom instruction plus 20 hours for reading, study and assignments.

Note 4. Information regarding class lists, examination report forms, and appeals will be mailed to principals about October 15.

Note 5. Completed application forms and all inquiries regarding winter courses should be directed to the Superintendent, Professional Development Division, Department of Education, 40 Eglinton Ave E., Toronto 12.

(See reverse side for list of courses)

Minimum Number of Instructors Acceptable for Winter Courses Leading to Departmental Certificates

COURSE	Minimum No. of Instructors	Numbers for Additional Students
Art	5 for up to 100 students	1 for each additional 20
Audio-Visual Methods	3 for up to 30 students	1 for each additional 10
Auxiliary	5 for up to 100 students (3 for compulsory subjects 2 for each option provided)	1 for each additional 15
Elementary Teacher-Librarian	6 for up to 100 (including 3 professional librarians)	1 for each additional 50
Guidance	3 for up to 50 students	3 for each additional 50
Industrial Arts	2 for up to 25 students	1 for each additional 15
Intermediate Div. Mathematics	3 for up to 100 students	1 for each additional 35
Intermediate Education	5 for up to 100 students	1 for each additional 35
Junior Education	5 for up to 100 students	1 for each additional 35
Music	3 for up to 20 students	1 for each additional 10
Physical Education	4 per unit for 50 students	1 for each additional 15
Primary Methods, Part 1	4 lecturers for up to 100 plus 1 demonstration teacher for each 30 (minimum of 2 demonstration teachers)	1 for each additional 30 1 demonstration teacher for each additional 30
Primary Methods, Part 2	6 for up to 150, plus 1 demonstration teacher for each 30 students (Minimum of 3 demonstration teachers)	Same as Part 1
Teaching French to English-speaking Pupils	3 for up to 20 students	1 for each additional 10

A number of the courses mentioned in the Regulation re Special Certificates but not included in this list are the responsibility of the Ontario College of Education.

1964-65:72
7,500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

8 March, 1965.

Memorandum to: Elementary School Inspectors
Principals of Private Schools
Principals of Secondary Schools
Secretaries of Secondary School Boards
Secretaries of Boards of Education
Secretaries of Elementary School Boards

Re: Student Talent Festival,
Ontario Building,
Canadian National Exhibition,

August 20 to September 6, 1965.

I am pleased to announce that the Department plans to conduct a Student Talent Festival as part of our participation in the 1965 Canadian National Exhibition. The Festival will be held in the Theatre of the Ontario Building during the term of the Exhibition and will feature student activities both curricular and extra-curricular.

The purpose of this memorandum is to invite participation from exceptionally talented students of the 1964-1965 academic year and from organized groups of students at all levels in our elementary and secondary schools.

Persons excelling in the fields of music (vocal and instrumental, solo and groups), gymnastics, dancing, drama, and puppetry, are among those who are invited to take part. Other talents are invited and will be considered. Demonstrations should be suitable for a theatre-type situation on a stage 19 feet wide and 14 feet deep. The stage will be open (i. e. no curtain); no props will be supplied. Each performance should be of approximately fifteen to sixty minutes duration, but these times are flexible. At present, it is planned that each performance would be repeated three or four times in one day with each day presenting new talent.

An application must be recommended for consideration by the principal of the school and the secretary of the school board concerned. Local schools and school boards will be expected to be responsible for transportation arrangements, transportation costs, and supervision. The Department of Education will stage the Festival, provide for meals, and overnight accommodation where necessary. Local community agencies and service clubs are invited to assist schools and school boards in this project.

I would like to emphasize that the Student Talent Festival will not be a competition but rather an occasion for our exceptionally talented students to perform and be heard, not only by the people of Ontario but by all who attend the Canadian National Exhibition.

It is important that applications for participation in this event be completed and returned not later than April 15, 1965. Additional application forms are available from the Information Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12.

The co-operation of all who receive this memorandum is requested in order that the Student Talent Festival may achieve the purpose for which it is being designed.

William Davis

Minister of Education

Application for Student Talent Festival, 1965

Name of (teacher or principal) responsible for (individual or group)...........

....

Name of School..

Name of School Board..

Kind of Presentation - please give full description..........................

....

Number of Participants...

Age of individual or age-range of group.....................................

Approximate length of performance..

Is overnight accommodation required?...

Signature of Principal or Supervisor

Signature of School Board Secretary

This completed Application form should be returned to the Information Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12, not later than April 15, 1965. Selection will take place immediately after that date and all applicants will receive a reply. Those selected may be required to submit additional information at a later date.

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Exam. 16

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Special Provision in June, 1965 for 2-hour Grade 13 examination papers in the languages for candidates who already hold standing in one paper of the language concerned, but not in both papers

Reference: Memorandum 1964-65:39 Exam. 8.

Principals are asked to bring this Memorandum to the attention of (a) all teachers and students of Grade 13 day and evening classes, and (b) where possible, private-study candidates.

1. This Memorandum provides further information regarding the two 2-hour Grade 13 examination papers in each of English, Français, Latin, Greek, French, German, Spanish, Italian and Russian for certain candidates, in 1965 only.

2. Teachers and candidates who are concerned should re-read Memorandum 1964-65:39 Exam. 8 very carefully, since no attempt is being made to repeat all the details in this Memorandum.

   Additional copies of Memorandum 1964-65:39 Exam. 8 may be obtained by writing to the Registrar of the Department in a letter dealing with that topic only.

3. The 2-hour examinations will be based on the courses of study and Circular 58, Prescriptions, 1964-65. These examinations will follow the same general pattern as those of 1964. The papers will not include questions on the topics which were deleted by (a) Circular 58, in the case of Latin and Greek, and (b) Curriculum S.8, Grade 13 Curriculum Bulletin, 1964-65.

4. Grade 13 standing in one of the 2-hour papers in a subject will be based on the examination written in June, for which a total of 100 marks will be allowed. That is, there is no provision for granting part of the final standing on the basis of the year's work as in the case of the regular papers written in 1965.

5. Principals and teachers will be asked, as in the past, to submit a confidential mark, based on a total of 100 marks, for each candidate who has been in attendance at regular day or evening classes of a secondary school or an inspected private school and who writes one of the 2-hour papers referred to in this Memorandum. This confidential mark will be used where a candidate becomes eligible for consideration for aegrotat standing.

(over)

6. As announced in Memorandum 1964-65:48 Exam. 10, the examinations in French Composition and Composition Française will include objective-type tests, but there will be no Dictation or Listening Comprehension Test on any of the 2-hour papers referred to in this Memorandum.

The decision with respect to Dictation and Listening Comprehension is based upon administrative considerations. Candidates for the 3-hour paper and those for one of the 2-hour papers will commence writing at the same time. In many cases these candidates will be writing in the same room.

7. The time-table for all languages will be as follows.

9.00 a.m.	Candidates for the three examinations in a language will begin to write.
11.00 a.m.	Candidates for the 2-hour examinations will hand in their papers.
11.30 a.m.	Candidates for the 3-hour examination in French will begin the Dictation and Listening Comprehension Tests.
12.00 noon	Candidates for the 3-hour examination in each language will hand in their papers.

8. On the 2-hour Composition papers in the Modern Languages there will not be a connected prose passage for translation from English. The vocabulary of the disconnected (numbered) sentences will consist of words of every-day use.

On the Composition papers in the Modern Languages, the candidate will be asked to write a free composition. The topics for this composition will not be based on the authors text or texts.

9. It should be noted that, as in 1964, the prescribed selections of Caesar will be tested on the examination in Latin Composition and the prescribed Authors (other than Caesar) will be tested on the examination in Latin Authors.

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, March 25, 1965.

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DEPARTMENT OF EDUCATION

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re: Distribution of Curriculum S.17D,
Chemistry Grade 12 of the Five-Year Program

Principals are asked to bring this Memorandum to the attention of all teachers of science.

Copies of this publication are being sent to the schools. Principals are asked to distribute them to the teachers concerned.

It should be noted that this course outline does not become effective until September, 1966. The distribution is being made at this time for information and study purposes only. It is expected that the texts for this course will be available before the end of 1965.

A course outline for Grade 13 Chemistry, to become effective in September, 1967, is being prepared and will be distributed as soon as available.

H. E. Elborn

Assistant Deputy Minister

Toronto, March 31, 1965.

1964-65:75 APR 23 1965
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44 EGLINTON AVE. W.
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MEMORANDUM TO OFFICIALS CONCERNED WITH ELEMENTARY AND SECONDARY EDUCATION

Re Changes in the Requirements for Special Certificates in Guidance

Elementary School Inspectors and Secondary School Principals are asked to bring this Memorandum to the attention of teachers.

The Minister of Education announces changes in the method by which teachers may obtain special certificates in Guidance. The principal change is the new provision for obtaining the Intermediate Guidance Certificate and the Specialist Certificate in Guidance through successful completion of certain Units of the course leading to the Master of Education degree at the Ontario College of Education at Toronto.

Elementary Guidance Certificate

Commencing on July 1, 1965, this certificate may be obtained either,

(a) by successful completion of one Departmental Summer Course (or equivalent course approved by the Minister), after one year (rather than two years as formerly) of successful teaching experience on a basic teaching certificate or Letter of Standing valid in Ontario;

OR

(b) by submitting to the Deputy Minister evidence of,

(i) the successful completion of a supplemental course in Guidance taken at an Ontario College of Education in conjunction with the regular College course leading to the Interim High School Assistant's Certificate, Type B, and

(over)

(ii) one year of successful teaching experience in an elementary or secondary school in Ontario, subsequent to completion of the supplemental course in Guidance.

Intermediate Guidance Certificate

Commencing on July 1, 1965, this certificate may be obtained by the holder of an Elementary Guidance Certificate, either

(a) by successful attendance at one Departmental Summer Course, as formerly;

OR

(b) by successful completion of
Unit 273 - Counselling Techniques and Practicum, and
Unit 274 - Educational, Occupational, and Industrial Information,
of the course leading to the Master of Education degree at the Ontario College of Education at Toronto.

Specialist Certificate in Guidance

Commencing on July 1, 1965, this certificate may be obtained by the holder of an Intermediate Guidance Certificate, either,

(a) by successful attendance in 1965 or 1966 at one Departmental Summer Course, followed by the submission, not less than six months later, of an acceptable report of an original study in the field of Guidance and of evidence of successful experience in Guidance in a school in Ontario, as formerly;

OR

(b) by submitting to the Deputy Minister evidence of,

(i) successful completion of an appropriate pattern of four of the following Units of the course leading to the Master of Education degree at the Ontario College of Education at Toronto.

One of Unit 241 - Educational Measurement and Evaluation I, or
Unit 246 - Educational Measurement and Evaluation II
Unit 242 - Elementary Statistics
Unit 271 - Theories of Counselling
Unit 275 - Group Work in Guidance
Unit 276 - Organization and Administration of Guidance
Unit 322 - Individual Psychological Testing
Unit 323 - Advanced Work in Guidance, and

(ii) successful experience in Guidance in a school in Ontario

The proposed choice of Units from the above list or the proposed substitution of any other Units in place of one or more of them should be discussed with the Dean of the Ontario College of Education at Toronto.

It should be noted that the Departmental Summer Course leading to the Specialist Certificate in Guidance will not be offered subsequent to September 1, 1966.

H. E. Elborn

Assistant Deputy Minister.

Toronto, March 30, 1965

1964-65:76
6500

Exam. 17

APR 23

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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re the Teacher's Mark for Grade 13 Candidates as related to the January 29, 1965 date referred to in Memorandum 1964-65:65 Exam. 15

1. Some differences of opinion exist with respect to the figure which is to be used as the Teacher's Mark in a subject in the case of a student who discontinues classes in that subject subsequent to January 29, 1965.

2. The purpose of the January 29 date was to ensure that students who were enrolled in classes for the greater part of the school year, at least until after January 29, be dealt with under a uniform plan which would guarantee that such enrolment would be reflected to some extent in their final Grade 13 standing.

3. Section 8 of Memorandum 1964-65:65 Exam. 15 is intended to mean that where the student discontinues classes in a subject after January 29, the teacher's mark should be a projected mark which should take into account the effort and accomplishment, or lack of it, which could reasonably be expected from the student during the balance of the school year. Principals and teachers are asked to proceed upon that basis for the examinations of 1965.

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, April 13, 1965.

1964-65:77
6500

MAY - 5 1965

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. Gymnasium facilities in Small Secondary Schools
2. The option "Man in Society" in the Four-Year Program, Arts and Science Branch
3. Supervision of New Courses in the Four-Year Program, Arts and Science Branch
4. Supervision of the Occupational Program in Secondary Schools
5. (a) One-week Reading Course in Latin Poetry
   (b) Introductory Course in Greek
6. The enclosed brochure entitled "The Pairing of Secondary Schools within the Commonwealth"

1. Gymnasium facilities in Small Secondary Schools

The policy of an additional grant on the first gymnasium added to a small secondary school which did not formerly have a gymnasium, as announced in Memorandum 1964-65:30, will apply under certain conditions to new schools. Where the only secondary school operated by a Board does not have a gymnasium and where it is deemed expedient to build a new school and dispose of the old building, an amount of $50,000 may be approved for grant purposes for a single gymnasium.

2. The option "Man in Society" in the Four-Year Program, Arts and Science Branch

Principals will recall that a few schools in Ontario were permitted to offer the option "Man in Society" in the Four-Year Program of the Arts and Science Branch in either Grade 11 or Grade 12 in September, 1964. The teachers of these classes have worked very closely with the Curriculum Committee in this subject and are preparing a study guide, based on their experience in this school year, for the use of teachers who will be introducing the subject in subsequent years.

With this assistance other schools may wish to offer the option in 1965-66 and will be permitted to do so if a teacher is available. A small number of student teachers in the Winter course at the Ontario College of Education have been preparing themselves for instruction in this subject.

3. Supervision of New Courses in the Four-Year Program, Arts and Science Branch

"World Politics" as a subject naturally falls within the jurisdiction of the History department in a secondary school. For administrative purposes the subject "Man in Society" will also be under the supervision of the History department.

4. Supervision of the Occupational Program in Secondary Schools

The courses of study in the subjects of the Occupational Program are the responsibility of the heads of departments in the subject areas. Where a co-ordinator or head of the Occupational Program is appointed, it will be his or her responsibility to consult with the subject heads regarding courses, and to assist the teachers of the Occupational Program in regular discussions concerning the approach to courses, effective methodology and use of texts, testing procedures, and other questions of importance to the success and effectiveness of an Occupational Program in the school.

(Over)

5. (a) One-week Reading Course in Latin Poetry

Dr. D. E. Gerber, a member of the staff of the University of Western Ontario, has offered again this year to give teachers a one-week, non-credit course in reading Latin poetry. Five two-hour lectures will be given from August 16 to August 20 in University College if there is a sufficient number of applicants. Since enrolment will be limited, the first 20 applicants will be accepted. The tuition fee is to be $25.00, and accommodation will be available in University residences. Registration, including payment of fees, should be made before July 5, 1965, to the University of Western Ontario.

This course, which will consist of instruction in the fundamentals of Latin metre with special attention devoted to the metres taught in Grade 13, is designed primarily to assist teachers to read Latin poetry aloud. Applicants should bring the poetry textbook used in Grade 13.

(b) Introductory Course in Greek

The University of Western Ontario will offer, also, a summer course described as: "An introductory study of Greek which is the equivalent of Grades 11 and 12. Students who achieve a sufficiently high mark and who do some additional work will be permitted to pass directly to Greek 20. Applicants are requested to register for the course as early as possible, since a minimum of 12 students is required."

Only those who have been admitted to the University may register for this course. The fee is $100.00. The text required is First Greek Book, White (Ginn & Co.).

6. The enclosed brochure entitled "The Pairing of Secondary Schools within the Commonwealth"

With the unqualified approval of the Department of Education the enclosed brochure, prepared by the Canadian Education Association and entitled "The Pairing of Secondary Schools within the Commonwealth", is being sent to all secondary schools in the province. The purpose of this project in international co-operation is to extend the educational horizon of Canadian students and to assist in the building of international understanding. Further details concerning purpose, eligibility, and pairing will be found in the brochure. Pairing is voluntary. If a school wishes to be paired with a school in another country, the Principal should send the request to the Canadian Education Association, 151 Bloor Street West, Toronto 5, Ontario.

A. H. McKague
R.T.

A. H. McKague
Superintendent of Supervision.

April 21, 1965.

1964-65:78
6500

JUN 22 1965
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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re: Curriculum S.17C, Grade 13 Physics

(a) Textbooks

The 1960 edition of the P.S.S.C. textbook entitled Physics, published by D. C. Heath and in Canada by Copp Clark, is recommended for the school year 1965-66.

Although textual changes in certain chapters and the substitution of a large number of new problems will be made in a forthcoming revision of the 1960 edition, it is not certain that the 1965 edition will be available for school opening.

It has therefore been decided that, for the school year 1965-66, the instruction and the examination will be based on the 1960 edition.

(b) Corrections to Curriculum S.17C

(i) page 10: 4. Momentum and the Conservation of Momentum
The second line under heading (a), "The kinematic nature of momentum", will be deleted.

(ii) page 13: 6. Photons and Matter Waves
The formula for the momentum of a photon given in the second line under heading (d) will be corrected to read: $p = \frac{hv}{c}$

L. M. Johnston

L. M. Johnston,
Director of Program Branch.

May 31, 1965.

1964-65:79
6500

MAY 19 1965

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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Submission of Pupils' Scores and Marks on Student Summary Sheet, 1965

About June 1 a Student Summary Sheet, in duplicate, will be sent from the Department of Educational Research at the Ontario College of Education to each secondary school. The blank shaded columns which are applicable to the Grade 12 classes of the school are to be completed by July 2. The original is to be mailed by that date to the Superintendent, Supervision Division, 44 Eglinton Avenue West, Toronto 12. The carbon copy is to be retained in the school. The Summary Sheet will be checked in the Supervision Division during the week of July 5 and a recommendation will be made to the Registrar concerning the issue of Secondary School Graduation Diplomas (Ref: Circular H.S. 1, 1964-65, Page 54). Any postponement in the mailing of the Summary Sheet, or failure to complete it properly, may delay the issue of Diplomas to a school.

Standing may be announced to candidates in the school at the end of June with the provision, "subject to the approval of the Department of Education". Such standing, however, is not official for purposes of admission to future courses until the Diplomas have been issued. All Grade 12 answer papers are to be retained in the school until the completion of the inspector's visits in 1965-66.

It should be understood that the chief purpose of a Grade 12 Departmental Test is to show the teacher how each class, and each pupil in it, ranks in the Province in order to provide a reasonably uniform standard for Diploma purposes.

The following comments are given to assist teachers and school officials in making the entries either in type or in ink.

1. The sex of the pupil is to be indicated in the appropriate column.

2. Each teacher of World History, Part II, or Technical (Shopwork) Subjects in Grade 12 shall submit to the principal not later than June 1 a Term (confidential) Mark for each pupil. In Technical subjects separate Term Marks in theory and practical work may be preferred.

3. On the Summary Sheet for pupils writing French or Français in the General Course the teacher will provide a final Teacher's Mark in the appropriate column, having due regard to marks in all tests and examinations during the year, including the one set by the teacher in June and considering also the Equivalent Percentage Mark obtained by the pupil on the ATF or ECF achievement test.

4. On the Summary Sheet for pupils writing Chemistry in the General Course the teacher will provide a final Teacher's Mark in Chemistry in the same manner as in Section 3 above for French or Français. If the Teacher's Mark in Chemistry and the mark recorded for Physics from Grade 11 are both pass marks, the Science Mark used on Exam. Form 360A and entered on the Summary Sheet in the column labelled Science Mark will be the average of the two. If one mark of the two is slightly below 50 and the mark in the other is sufficiently above 50 to make up double the deficiency

(Ref: Memorandum 1962-63:53), the pupil may be granted pass standing in Science for diploma purposes. The column for the Science Mark is to be completed for all pupils who have taken both parts of the subject, whether the result is a pass or a failure.

5. In World History the Term (confidential) Mark assigned by the teacher will be averaged with the Departmental Examination Mark to obtain the Final (year's) Mark in World History, Part II. Where the principal and his staff, or part thereof, acting as a revising board, consider that the average so calculated is grossly unfair to the pupil, an adjusted Final Mark may be assigned provided that an asterisk is entered after the mark.

The Final Marks of World History, Part I, and World History, Part II, will be averaged in the normal manner if both are pass marks, or by the double deficiency rule if one is slightly below 50, to obtain the History Mark for diploma purposes for entry in the column labelled History Mark. If the pupil has attempted both parts of the subject, an entry is to be made in that column, whether the Final Mark in History is a pass or a failure.

6. In Technical Subjects where only one Term (confidential) Mark is recorded in a school for the major shopwork subject of Grade 12, it will be entered under Term Mark (Practical) and averaged with the Departmental Examination Mark to determine the Final Mark used on Form 360C. Where two Term Marks in theory and practical work are recorded, they will be averaged and the result then averaged with the Departmental Examination Mark. An adjusted Final Mark may be assigned, if necessary, as in Section 5 for World History.

7. Principals and teachers are urged to give every consideration possible to pupils who miss only one subject for a diploma by a few marks. A mark of 49 should not be submitted as final; it should be raised to 50. We suggest that a mark of 50 be recognized as one obtained after special consideration by the principal and his staff acting as a revising board and that for those pupils who obtained a mark of 50 without special consideration the mark be raised to 51. In Grade 12 no final mark of 50 or higher should be entered on the Summary Sheet or any departmental form unless the pupil is being credited with pass standing in that subject on all records.

8. Evening-class candidates will not be required to write the Grade 12 Departmental Tests and Examinations; the principal will submit a mark on the basis of tests and examinations set for these candidates. Private-study candidates seeking standing in World History, Part II, should write the Grade 12 Departmental Examination.

9. Where unusual situations prevail in a school and affect the standing of pupils, the principal may indicate these in a separate letter accompanying the Student Summary Sheet. Where only one or two pupils are affected, a marginal comment opposite the pupils' names is usually appropriate. Comments on the Chemistry, French, or Français tests, the Departmental Examinations, or the marking schemes will be welcome in order that procedures regarding objective tests and Departmental Examinations may be improved for 1965-66 and subsequent years.

A. H. McKague

A. H. McKague
Superintendent of Supervision

TORONTO, April 14, 1965

(Part) Mathematics [illegible], the pupil may be granted [illegible] for diploma purposes. The subject [illegible] pupils who have taken both parts of the subject, [illegible] a failure.

5. In World History the term (Departmental) mark [illegible] by the teacher will be averaged with the Departmental Examination mark to obtain the final standing in World History, Part II. Where the [illegible] as a [illegible] record, [illegible] unfair to the pupil, an adjusted final mark may be [illegible], provided that the [illegible] is entered [illegible].

6. The final marks in World History, Part I, and World History, Part II, will be averaged in the normal manner if both are [illegible] with 50 [illegible] for entry in the column [illegible] parts of the subject, an entry [illegible] mark in history is a pass or a failure.

7. In Technical Subjects where [illegible] by a school for the major [illegible] of grade 13, [illegible] (practical) and averaged with the Departmental Examination [illegible] the final mark [illegible] Where the [illegible] are [illegible], they will be averaged and the [illegible] Departmental Examination [illegible] as in [illegible] World History.

8. Principals and teachers [illegible] pupils who [illegible] be submitted [illegible]

9. [illegible] candidates will not be required [illegible] and [illegible]; the principal [illegible] World History, Part II, [illegible] Departmental Examination.

10. Where unusual situations [illegible] in a school [illegible] the principal may [illegible]. Where only [illegible]. Comments on the [illegible] the Departmental Examinations, [illegible] procedure regarding [illegible] Departmental Examinations may be [illegible] for 1951-52 and subsequent years.

[illegible]

TORONTO, April 14, 1951

MAY 19 1965

1964-65:80
6500

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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

1. Circular 14, 1965, and Availability of Textbooks
2. Principal's Signature on Correspondence
3. Period Arrangements for Grade 13 Physics
4. Purchase of School Buses

1. Circular 14, 1965, and Availability of Textbooks

(a) Reference is made to pages ix and x of Circular 14, 1965 which deal with "Availability of Textbooks for Grades 9 to 13".

(b) Each principal of a secondary school is asked to prepare a list of all textbooks which students in his school will require for the school year 1965-66. Three complete sets, each stapled separately, of the book lists for Grades 9 to 13 should be forwarded to the Superintendent of Curriculum, Department of Education, 344 Bloor Street West, Suite 600, Toronto 4, by May 31, 1965.

(c) While boards will provide the textbooks for all students in Grades 9 to 12 in September, 1965, it is essential that adequate stocks of books be printed and available to the boards. In addition, each student in Grade 13 must be able to secure the texts which his school requires. It is requested, therefore, that the principal consult with the book suppliers to ensure that they have all information possible to enable them to provide adequate quantities of the texts needed.

(d) Inquiries regarding textbooks listed in Circular 14, and possible experimental use of textbooks not listed in Circular 14, should be directed to Mr. M. B. Parnall, Superintendent of Curriculum, Department of Education, 344 Bloor Street West, Suite 600, Toronto 4. He will reply direct to these inquiries and will send to the Supervision Division a copy of the answers.

2. Principal's Signature on Correspondence

Frequent requests are received from heads of departments and teachers on such matters as texts, experimental courses, policy rulings and interpretation of memoranda and regulations. These should be submitted over the principal's signature and a reply will be sent to the principal. It is then his responsibility to redirect the reply, or a copy thereof, to the teachers concerned.

This does not, of course, prevent a teacher from writing to the Department on any personal matter such as certification or admission to a course.

(Over)

3. Period Arrangements for Grade 13 Physics

Because student participation in experiments is considered to be essential for the teaching of the new Grade 13 Physics Course (Curriculum S.17C) principals are asked to review with the teachers concerned the advisability of including in the time-table at least one double period for the subject each week. The advantages of such an arrangement are obvious.

4. Purchase of School Buses

The Department of Education wishes to bring to the attention of the owners of school buses a request which has been received from some of the bus manufacturers.

In order to assist the manufacturers to make deliveries of buses on time and to distribute the production load over the school year, school boards and bus operators who are considering the purchase of new buses for the next school year are asked to place their orders as early in the year as possible.

L. M. Johnston

L. M. Johnston
Director of Program Branch.

April 30, 1965.

1964-65:81
12,000

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MEMORANDUM TO OFFICIALS CONCERNED WITH ELEMENTARY AND SECONDARY EDUCATION

GRADE 12 DEPARTMENTAL EXAMINATIONS 1965

Principals are reminded that all answer papers of the Departmental Examinations of Grade 12 are to be retained in the school until the Registrar directs one or more papers to be sent to him or until the Inspectors' visits in the next school year.

GRADE 12 DEPARTMENTAL EXAMINATIONS 1966

Departmental Examinations will be held in June, 1966, in Grade 12 Geography and Latin of the Five-Year Programs and Technical subjects of the Science, Technology, and Trades Four-Year Program.

DISTRIBUTION OF CURRICULUM R.P. 32 - MARKETING AND RETAIL MERCHANDISING

Copies of Curriculum R.P. 32, Marketing and Retail Merchandising, containing optional courses in Marketing for the Four-Year Programs in Grades 11 and 12, an optional course in Marketing for the Five-Year Programs in Grades 11 or 12, and Retail Merchandising courses for Grades 9 and 10 of the Two-Year Business and Commerce Program, are being sent to the schools. Principals are requested to distribute these to the teachers concerned.

BUILDING PROPOSAL FORMS

Building Proposal Forms for renovation work, in both Elementary and Secondary schools, are available upon request from the Technical Adviser's Office, or from the School Inspector concerned. After September 1, 1965, application for these forms should be made to the Area Office, where these offices have been established.

H. E. Elborn

H. E. Elborn,
Assistant Deputy Minister.

June 2, 1965.

1964-65:82
6500

EXAM. 18

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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Further Information re the special 2-hour Grade 13 examination papers in the languages for candidates who already hold standing in one paper of the language concerned, but not in both papers

Reference Memorandum 1964-65:73 Exam 16

The Supervising Board, which is responsible for the preparation of the Grade 13 examination papers, has asked that the following information be brought to the attention of teachers and students concerned, including private-study candidates where possible.

It was stated in section 8 of Memorandum 1964-65:73 Exam 16 that on the special 2-hour Composition papers in the Modern Languages in 1965, the candidate will be asked to write a free composition. It was further stated that the topics for this composition will not be based on the authors text or texts.

The Supervising Board states that in French Authors (but not on the Authors papers of the other Modern Languages) there will also be a free composition. In this case the topics may include some which are based on the authors text.

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, April 30, 1965

1964-65:83
6500

EXAM. 19

44 Eglinton Ave. W.
Toronto 12, Ontario.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re: The Question Papers for the Grade 13 Departmental Examinations of 1965.

The Supervising Board, which is responsible for the preparation of the Grade 13 Departmental examination papers, has asked that, prior to the examinations, the following information be brought to the attention of candidates including, where possible, private-study candidates.

The members of the Board point out that in their opinion there is nothing about the format or the content of the papers to cause concern on the part of any candidate. However, because of the adoption of various suggestions made by The Grade 13 Study Committee, 1964, it seems advisable to take steps which will enable candidates to approach the examinations with confidence.

1. The examination in Secretarial Practice

The dictation test for the 1965 examination in Secretarial Practice will be on a record. Consequently, the Presiding Officer need not be an experienced Commercial teacher.

2. Mathematical Tables for the examinations in Algebra, Geometry, Trigonometry and Statics, and Problems.

The five-figure logarithmic and interest tables referred to in Section 44, 1(f) of Regulation 85, Grade 13 Departmental Examinations, is MATHEMATICAL TABLES (Ryerson). No other book of tables may be used for these examinations.

3. Mathematical Tables for the Examination in Mathematics of Investment.

Where there are candidates for this examination and the supply of 7-figure tables in the school is insufficient, the Principal should write to the Registrar, Department of Education, for additional copies.

4. The special 2-hour papers in Authors and Composition in each of the languages. (with similar provision in English and Français).

Reference Memoranda 1964-65:39 Exam. 8   1964-65:73 Exam. 16, and
1964-65:82 Exam. 18

(a) Since candidates for the three papers in each case will commence writing at the same time, and often in the same room, care should be taken to ensure,
   (i) that each candidate receive the proper question paper; and
   (ii) that candidates for a 2-hour paper be not allowed more than the allotted two hours before handing in their papers.

(b) All of the special 2-hour papers in the languages, including the objective-type part in French Composition and in Composition Française, are printed on blue paper.

5. Objective-type parts of the "regular" papers listed in Memorandum 1964-65:48 Exam. 10.

(a) For these "regular" papers, the objective-type part is printed on apricot-coloured paper, for administrative convenience during the marking period.

(b) As in past years there will be no deduction for incorrect answers in arriving at the mark for the objective-type part of a paper.

(c) This year the objective-type part is not to be inserted in the examination book. It is to be placed on top of the examination book, or books, in such a way that when the material is inserted in the answer envelope, one corner of the coloured sheet will be visible at the cut corner of the envelope. Presiding officers are requested to check the inclusion of this objective-type sheet since, at the examinations of 1964, many candidates omitted entirely this part of their examination.

(d) Part II, that is the objective-type part, of the "regular" papers concerned may be done at any time during the examination period, except in French, where it must be done before 11:30 a.m. when the dictation and listening comprehension part of the examination is scheduled to begin.

6. Charts, diagrams, short answer sheets

Where charts, diagrams, or short answer sheets have been used, they are printed on white paper. They are to be inserted in the examination book before it is placed in the answer envelope.

7. Special Note for Sections 5 and 6

Teachers are asked, when discussing the instructions of Sections 5 and 6 with candidates, to assure them that if they inadvertently fail to follow the instructions, they will not be penalized in any way.

8. Changes in the "regular" papers resulting from the recommendations of The Grade 1 Study Committee, 1964.

(a) The Committee recommended that question papers be relatively shorter than in the past, in order that candidates might have an opportunity to review and revise their answers, if necessary. Candidates should be advised to make use of any remaining time they may have, to review and revise their answers.

(b) The Committee recommended also that more optional questions be offered tha in former years. Accordingly, in several, if not all, of the papers a number of options are given. Candidates should be advised to read the questions and the directions carefully, to make sure that they do not answer more than the required number of questions or parts.

(c) The Committee recommended also that the candidates be given some idea of the relative importance of the questions on a paper. The relative importance of questions has been indicated in various ways on different papers.

   (i) In some cases a note, such as (25 minutes), indicates the suggested time allotment for each question.

   (ii) In some cases there is a note "The value of this question is about 6% of the total".

   (iii) In some cases a note indicates that all questions are equal in value

   (iv) In some cases, approximate values are shown in the left-hand margin opposite the questions. Candidates should be reminded that these values add up to a total of 100. This arrangement is for the convenience of candidates, even though the mark for the written paper will be calculated on a total of 75 (except for private-study candidates).

H. E. Elborn

Assistant Deputy Minister

May 6, 1965.

JUN - 2 1965

1964-65:84
6500

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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

RE NOMENCLATURE TO BE USED ON ALL TIMETABLES AND
STUDENT RECORD CARDS IN 1965-66

After discussion with the Ontario Secondary School Headmasters' Council at Easter time, it has been decided to follow a uniform system of nomenclature in the designation of classes on timetables, O.S.P.R. cards, and other documents.

In the designation of classes on all timetables and other school records in 1965-66, principals are asked to list information in the following order: Program/Branch/Grade/Class. The Arts and Science Branch will be designated as A, Business and Commerce as B, and Science, Technology and Trades as S.

For example, a class may be shown as:

5A 11F or 4S 10B or 0 9G
Program/Branch/Grade/Class Occup./Grade/Class

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

May 14, 1965.

1964-65:85
6500

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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re: French as a language of instruction in the Secondary Schools

The Minister of Education has approved the extended use of French as a language of instruction in the secondary schools with the following provisions:

(1) French may be the language of instruction in Grades 9 through 13 in the subjects of Français, Latin, History, and Geography, in those schools where the number of French-speaking students is adequate to justify separate classes for these subjects. The agreement of the school board is required to proceed with the plan, and, in view of the shortage of texts and qualified teachers, a gradual implementation is advised,

(2) For Mathematics, Science and other subjects, excepting those specified above, the language of instruction shall be English,

(3) A similar pattern may be followed in the Business and Commerce and in the Science, Technology, and Trades Branches,

(4) The standards required and maintained in all secondary and private schools, including those which are bilingual, shall be uniform throughout the Province,

(5) The practices outlined must be adhered to if the Secondary School Graduation Diploma is being awarded.

H. E. Elborn

H. E. Elborn,
Assistant Deputy Minister.

May 14, 1965

JUL - 7 1965

1964-65:86
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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re: 1. Prescriptions for Grade 12 Latin and Greek,
Five-Year Program, 1965-66
2. Recommendation to teachers of Grade 12,
Four-Year Program, 1965-66

The Principal is asked to pass this memorandum to the Head of the Department of Classics.

1. Prescriptions for Grade 12 Latin and Greek, Five-Year Program, 1965-66

LATIN

For the authors part of the course, one of the following texts will be used in the school year 1965-66. SELECTED LATIN READINGS (Dent) or GATEWAY TO LATIN (Gage) or A LATIN READER FOR CANADIAN SCHOOLS (Copp Clark).

For the school year 1965-66, teachers will make their own selections of Latin reading passages from any one of the above texts, provided that the passages chosen are not included in either Cycle II of LATIN PROSE SELECTIONS FOR GRADE XIII or Cycle II of LATIN POETRY SELECTIONS FOR GRADE XIII.

Students should read not fewer than 250 lines of prose, including some Caesar and Cicero, and not fewer than 150 lines of poetry, including some Vergil. In addition, it is recommended that teachers have their students read approximately 100 lines (in any combination of prose and poetry) beyond those already mentioned above. Students should begin reading authors early in the Grade 12 year so that they may have the benefit of reading comfortably as many lines as possible.

ORAL READING of Latin prose and verse is important if a true appreciation of the sound of the language is to be acquired. This is particularly important in verse where teachers should train their students to scan and read in metre the Dactylic Hexameter.

SIGHT READING. One of the aims in the teaching of Latin authors should be to make the students as self-reliant as possible in the handling of a passage of Latin. A judicious balance between reading authors at sight in class and reading passages prepared independently by students will help to accomplish this.

EXAMINATION. As announced in Memorandum 1964-65:81, there will be a Grade 12 Departmental Examination in Latin in June, 1966. As teachers are being asked to select the passages they wish to read with their students, it will not be possible on this examination to test a student's knowledge of the prescribed authors. Teachers should plan to test this very important part of the course in their own examinations and tests. Results of these tests should form a significant part of the teacher's mark submitted as a part of the Grade 12 Departmental Testing program. A memorandum giving further information about the examination will be distributed early in the fall term.

(Over)

Teachers are asked to incorporate their choice of reading passages in their courses of study (with numbers of lines clearly indicated) and to have these courses of study available in the schools in September, 1965.

GREEK

Prose: Students should read approximately 500 lines of prose. Any of the following books might be used:

Phillpotts and Jerram, Easy Selections from Xenophon

Phillpotts, Selections from Xenophon

Colson, First Greek Reader

Farnell, Tales from Herodotus

Edwards, Salamis

Poetry: Students should read approximately 300 lines from any book of the Iliad.

2. Recommendation to teachers of Grade 12, Four-Year Program, 1965-66

The background of students enrolled in the Four-Year Latin Program will not be as extensive as that of students in the Five-Year Program. Students in the Four-Year course will, therefore, not follow the above prescription, nor will they write the Grade 12 Departmental Examination in June, 1966.

As it is desirable that all students studying Latin read as much Latin as possible, it is suggested the teachers attempt to supplement the reading lessons in the textbooks they are using with any additional material which the class can manage.

Teachers of Four-Year Latin classes are invited to write in June, 1966, to their Inspector of Classics, informing him of the extent to which they have been able to read beyond the text book.

A. H. McKague

A. H. McKague
Superintendent of Supervision.

June 15, 1965.

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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re: Deletions from Curriculum S.12B Grade 12 (Mathematics)

During the first year of the use of Curriculum S.12A (Grade 11 Mathematics), many teachers experienced difficulties in completing the prescribed course, as so often happens in the first year of a new course.

To allow time in 1965-66 for the teaching and review of those topics of Grade 11 necessary for Grade 12, which may not have been completed in 1964-65, the following deletions may be made from Curriculum S.12B.

Unit 1: topic 2 (in part)

Review of the solution of linear equations in two variables, stressing the use and graphical implications of equivalent systems of equations, and including examples with literal coefficients and a discussion of the possible number of roots.

Unit 2: topic 5

Unit 3: topic 6

Unit 4: topic 4

These deletions represent approximately three weeks of teaching time. This time should be used at appropriate places throughout the year to teach or review the necessary work of Grade 11 before proceeding with the related topic in Grade 12.

L. M. Johnston

for H. E. Elborn
Assistant Deputy Minister.

June 14, 1965.

JUL - 7 1965

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EXAM. 20

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re The Grade 13 Problems Paper in 1966

The Department has been asked by the Ontario Mathematics Commission to continue the trial of new topics in Mathematics in Grade 13 during the school year 1965-66. As in the previous year, it has been decided to have new topics introduced only to candidates for the Problems paper.

The Ontario Mathematics Commission will make available to the secondary schools the brochures on the topics of Polar Coordinates and Probability which were prepared in 1964, and a new brochure on the topic of Calculus.

In June, 1966, the Grade 13 Problems paper will contain fifteen questions divided into two sections -

Section A consisting of eleven questions based upon the compulsory and supplementary topics of the Grade 13 courses of study for Algebra, Geometry, and Trigonometry and Statics,

and

Section B consisting of four questions based upon the topics of Polar Coordinates, Probability, and Calculus, with at least one question based upon each of these.

Any ten questions will constitute a full paper.

Problems will again be a 3-hour examination in 1966.

H. E. Elborn
Assistant Deputy Minister

TORONTO 12, June 21, 1965

1964-65:89
6500

JUL - 7 1965

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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

RE CREST THEATRE HOUR COMPANY

With the assistance of the Ontario Department of Education, during the school year 1965-66 the Crest Theatre Hour Company will continue its tour of secondary schools in the province which have Grades 11, 12, and 13 classes.

One of the major purposes of the program presented is to assist principals and teachers in promoting the cultural development of students by bringing live theatre into schools, thus providing enrichment of course content, particularly in those communities whose students have had little or no opportunity to visit the theatre and see the literature prescribed for study come alive from the printed page. The program of presentations is planned in close cooperation with the Department of Education and is designed to benefit both students and teachers.

At the request of participating schools, the Company will visit as many centres in the province as time will allow to give dramatic presentations, approximately one hour in length for senior classes, based chiefly on parts of the Grade 13 course of study in English Literature. An alternate program is being arranged, as described on the accompanying application form, for schools which request a presentation suitable for students from Grade 9 - 13. Tours will be arranged for areas from which applications are most numerous in order that the greatest possible number of students may derive benefit. Principals within a few miles of a centre included in the itinerary may wish to make arrangements to send students to that centre.

Since the Company will plan its tour in the early weeks of the fall term to include schools in Northwestern and Northern Ontario, the Principals of interested schools in these areas are asked to forward applications for presentations immediately upon receipt of this memorandum and not later than July 30.

Each participating school, according to its size, will contribute a small amount towards travelling expenses as follows:

(a) Schools whose total enrolment is under 500 -	$ 25.00
(b) Schools whose total enrolment is 500 - 750 -	$ 50.00
(c) Schools whose total enrolment is 750 - 1000 -	$ 75.00
(d) Schools whose total enrolment is over 1000 -	$100.00
(e) Special fee for visiting schools (that is, schools whose students travel to another school in order to see the performance) -	$ 25.00

Note: 1. In large schools where more than one performance is necessary to accommodate all interested students, only the one fee, as outlined above, will be payable.

(Over)

2. In school systems where a number of schools are under one board and arrangements are made to combine students for one or more performances in certain schools of the system, one-half of the total fee which would be payable for individual performances in each school, will be requested; e.g., for four schools whose enrolments are between 750 - 1000, the individual fees would total $300.00, but one-half of this sum ($150.00) would be payable under the conditions of this clause.

Information concerning details of the program to be presented will be included in the letter of confirmation which will be sent to Principals requesting participation.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

June 21, 1965.

1964-65:90
6500

AUG 26 1965

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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

RE: 1. Correction in Memorandum 1964-65:87
"Deletions from Curriculum S.12B
Grade 12 (Mathematics)"
2. Pamphlet entitled "Why Employers Prefer
Graduates"

1. Correction in Memorandum 1964-65:87 "Deletions from Curriculum S.12B Grade 12 (Mathematics)

The deletion listed as "Unit 4: topic 4" is to be replaced by "Unit 6: topic 4".

2. Pamphlet entitled "Why Employers Prefer Graduates", published by the Department of Labour, Canada

Two copies of this pamphlet are enclosed for the use of guidance counsellors in September.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

June 25, 1965.